GRAND VALLEY STATE UNIVERSITY

How to Hire Employees

A Workbook from GVSU Human Resources

New Recruiting Process Flowchart

Position Title:

Human Resources Business Partner: _____

Search Chair: _____

Search Committee Member 1: _____

Search Committee Member 2: _____

Search Committee Member 3: _____

Search Committee Member 4: _____

Search Committee Member 5: _____

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Notes:

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Submit Hiring Approval Forms

Purpose, Timeline, and Required Information

Process Purpose: Notify all appropriate offices and set up necessary structures.

Recommended Timeline to Complete this Step: 5-7 business days.

Required Information: Position type and details such as title, college/department, supervisor, and FTE/budget information. In addition, the recruitment plan, search committee, and job description.

Supervisor Name: _____

Human Resources Business Partner: _____

Hiring Department: _____

Standard Operating Procedures Checklist

Please check the box and fill in the appropriate sections as each step is completed.

☐ Dean's Office/Appointing Officer's Office partners with Human Resources to determine the position, market information and set salary range. Dean's Office/Appointing Officer's Office notifies the department of the information.

Position Title: _____

Salary Range: _____

Comments:

☐ The Dean/Appointing Officer and Supervisor identifies a Search Chair.

Search Chair: _____

☐ Search Chair forms a Search Committee of 3-5 members and identifies the Inclusion Advocate.

Member 1: _____

Member 2: _____

Member 3: _____

Member 4: _____

Member 5: _____

Inclusion Advocate: _____

☐ Supervisor partners with Human Resources to finalize the Job Description.

Comments:

☐ Search Chair partners with their Human Resources Business Partner to establish a timeline for the entire search process.

Position Close Date: _____

Application Review: _____

Committee Meetings: _____

Interview Dates: _____

Candidate Discussion After Interview: _____

Comments:

☐ **For AP and Faculty Positions:** Complete a Recruitment Plan and have Dean/Appointing Officer, Search Chair, and Inclusion Advocate sign.

Comments:

☐ Submit the Job Description, Position Announcement and the Recruitment Plan to the Dean/Appointing Officer's Office.

Comments:

☐ Dean/Appointing Officer's Office creates the Hiring Approval Form in PageUp to begin the approval process.

☐ Search Committee identifies the Interview Panel.

Comments:

Documentation

- ☐ Job Description
- ☐ Position Announcement and Ad Copy Summary
- ☐ Recruitment Plan
- ☐ Optional: Paper Hiring Approval Form
  (Determine with your Dean/Appointing Officer's Assistant whether you must submit the paper form)

Find required documentation here:

GVSU Home Page → Human Resources Office → Supervisors → How to Hire Employees

https://www.gvsu.edu/hro/standard-operating-procedures-for-recruitment-1138.htm#Stage1

Outcome

Open position routes for approval via PageUp.

Comments:

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Route for Approval

Purpose, Timeline, and Required Information

Process Purpose: All appropriate offices approve the position and add information to the Hiring Approval Form in PageUp.

Recommended Timeline to Complete this Step: 1 business day to initiate the Hiring Approval Form in PageUp, up to 5 business days for full approval.

Required Information: Position information, budget & position number comments from approvers.

Search Chair: _____

Dean/Appointing Officer & Assistant: _____

Human Resources Business Partner: _____

Affirmative Action: _____

Budget: _____

Executive Officer: _____

Standard Operating Procedures Checklist

Please check the box and fill in the appropriate sections as each step is completed.

☐ The Search Chair and Search Chair Assistant monitors the progress of approvals in PageUp.

Comments:

☐ The required approvals are:

_____ ***Dean/Appointing Officer & Assistant:*** _____

_____ ***HR Compensation:*** _____

_____ ***Human Resources Representative:*** _____

_____ ***Affirmative Action:*** _____

_____ ***Budget:*** _____

_____ ***Executive Officer:*** _____

- [ ] Human Resources receives notification from PageUp at the last step of the approval.

Comments:

- [ ] PageUp notifies the Search Chair, Dean/Appointing Officer, and their Assistant via email when the position has been approved and they have permission to advertise.

Comments:

Documentation

No additional documentation required.

Outcome

Position is approved, communication is sent to all parties involved, and position is ready to post online.

Next Step: Post the Job

Comments:

GRAND VALLEY STATE UNIVERSITY

Post the Job

Purpose, Timeline, and Required Information

Process Purpose: Advertise the open position to potential candidates.

Required Information: Job description with position announcement information and advertising sources on the Recruitment Plan.

Recommended Timeline to Complete this Step: 2 business days.

Search Chair: _____

Human Resources Business Partner: _____

Standard Operating Procedures Checklist

Please check the box and fill in the appropriate sections as each step is completed.

☐ When Human Resources approves the position, PageUp sends notification the position is approved.

Comments:

☐ Human Resources posts the position on the GVSU website, which may include the close date.

Comments:

☐ Search Chair or Search Chair Assistant posts the position using the advertising sources on the Recruitment Plan.

Comments:

Documentation

No additional documentation required.

Outcome

Open position is posted for potential candidates to apply.

Next Step: Review Applications

Comments:

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Receive Applications

Purpose, Timeline, and Required Information

Process Purpose: Human Resources is receiving application materials from potential candidates though PageUp.

Recommended Timeline to Complete this Step: 1-2 weeks, possibility of more dependent upon position.

Required Information: Applicant's application materials

Human Resources Business Partner: _____

Standard Operating Procedures Checklist

Please check the box and fill in the appropriate sections as each step is completed.

- ☐ Applicant creates account with PageUp.
- ☐ Applicant applies for open position and submits application materials as requested during time in which posting is open.
- ☐ Human Resources monitors applications as close date for posting nears.

Comments:

Documentation

No additional documentation required.

Outcome

A pool of applicants who are interested in the position at GVSU.

Next Step: Quantify the Applicant Pool

Comments:

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Qualify the Applicant Pool

Purpose, Timeline, and Required Information

Process Purpose: Ensure the Search Committee has a diverse pool of applicants who meet the required qualifications for the position and assist GVSU in its good faith effort to meet Affirmative Action goals.

Recommended Timeline to Complete this Step: Up to 5 business days.

Required Information: Applicant's application materials.

Human Resources Business Partner: _____

Affirmative Action: _____

Standard Operating Procedures Checklist

Please check the box and fill in the appropriate sections as each step is completed.

☐ Human Resources reviews each applicant's application materials.

Comments:

☐ Human Resources moves applicants who meet the required qualifications into 'Interview Pool Pending Affirmative Action'.

Comments:

☐ Human Resources moves applicants who do not meet the required qualifications into 'HR Not Selected for an Interview'.

Comments:

- [ ] Human Resources notifies Affirmative Action when the qualified pool has been established.

Comments:

- [ ] Affirmative Action reviews and approves the pool to ensure it meets Affirmative Action goals.

Comments:

Documentation

No additional documentation required.

Outcome

Human Resources and Affirmative Action approves a pool of qualified applicants for the Search Committee to review and decide who they will invite for an interview.

Next Step: Receive Applications

Comments:

GRAND VALLEY STATE UNIVERSITY

Review Applicants

Purpose, Timeline, and Required Information

Process Purpose: Determine which of the qualified applicants the Search Committee and Interview Panel will interview.

Recommended Timeline to Complete this Step: 1-5 business days.

Required Information: Applicant's application materials.

Human Resources Business Partner: _____

Search Chair: _____

Search Committee Member 1: _____

Search Committee Member 2: _____

Search Committee Member 3: _____

Search Committee Member 4: _____

Search Committee Member 5: _____

Inclusion Advocate: _____

Standard Operating Procedures Checklist

Please check the box and fill in the appropriate sections as each step is completed.

- ☐ If there are 20 or more applicants, Human Resources helps narrow the applicant pool. A team including Human Resources, the Search Chair, and Inclusion Advocate evaluates the qualified pool of applicants and narrows it down to 10 applicants to move forward in the process.
- ☐ If there are 6-19 applicants, the Search Committee determines which 3-5 applicants (depending on size of pool) to interview.
- ☐ If there are 5 or fewer applicants, the Search Committee may interview all applicants or meet to determine which applicants to interview.

Number of Applicants:

Party Responsible for Narrowing Pool:

Comments:

List the candidates selected for an interview here:

***Candidate**:* _____

***Candidate**:* _____

***Candidate**:* _____

***Candidate**:* _____

***Candidate**:* _____

***Candidate**:* _____

***Candidate**:* _____

***Candidate**:* _____

***Candidate**:* _____

***Candidate**:* _____

Documentation

No additional documentation required.

Outcome

A list of applicants to invite for an interview.

Next Step: Interviews

Comments:

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Interviews

Purpose, Timeline, and Required Information

Process Purpose: Interview candidates to assess qualifications and ensure the best hire is made.

Recommended Timeline to Complete this Step: 1 week.

Required Information: Candidate's application materials, interview checklist, interview questions, and rubric.

Human Resources Business Partner: _____

Search Chair: _____

Search Committee Member 1: _____

Search Committee Member 2: _____

Search Committee Member 3: _____

Search Committee Member 4: _____

Search Committee Member 5: _____

Interview Panelist 1: _____

Interview Panelist 2: _____

Interview Panelist 3: _____

Standard Operating Procedures Checklist

Please check the box and fill in the appropriate sections as each step is completed.

☐ Optional: Search Chair collaborates with Human Resources to determine best interview format (screening and/or formal interviews). Search Chair contacts Human Resources for assistance.

Format Selected:

☐ Search Chair reviews interview checklist to ensure everyone who participates in the interview is prepared.

Comments:

- ☐ Search Chair distributes interview questions and reviews established process to Interview Panel.

Comments:

- ☐ Search Committee and Interview Panel interviews selected candidates.
- ☐ Search Committee and Interview Panel completes rubric.

Comments:

Documentation

- ☐ Interview Checklist
- ☐ Interview Questions
- ☐ Rubric

Find required documentation here:

GVSU Home Page → Human Resources Office → Supervisors → How to Hire Employees

https://www.gvsu.edu/hro/standard-operating-procedures-for-recruitment-1138.htm#Stage1

Outcome

Completed interviews.

Next Step: Select Candidate

Comments:

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Select Candidate

Purpose, Timeline, and Required Information

Process Purpose: Select the best candidate based on the interviews that were conducted.

Recommended Timeline to Complete this Step: 1-3 business days.

Required Information: Candidate's application materials, feedback from Interview Panel and completed rubrics.

Search Chair: _____

Search Committee Member 1: _____

Search Committee Member 2: _____

Search Committee Member 3: _____

Search Committee Member 4: _____

Search Committee Member 5: _____

Interview Panelist 1: _____

Interview Panelist 2: _____

Interview Panelist 3: _____

Standard Operating Procedures Checklist

Please check the box and fill in the appropriate sections as each step is completed.

☐ Search Chair collects feedback and rubrics from the Interview Panel.

Comments:

☐ Search Chair and Search Committee meet to discuss the feedback collected and identified finalists.

Comments:

- [ ] Search Chair or designee completes reference checks based on the identified finalists.

Comments:

- [ ] Optional: If multiple finalists, Search Chair meets with Search Committee to discuss the reference check information collected and identifies selected candidate.

Comments:

- [ ] Search Chair has conversation with their Dean/Appointing Officer seeking approval for the selected candidate.

Comments:

- [ ] Search Chair sends follow-up email to Dean/Appointing Officer, Search Committee and Interview Panel regarding selected candidate.

Documentation

- [ ] Interview Notes
- [ ] Completed Rubric

Find required documentation here:

GVSU Home Page → Human Resources Office → Supervisors → How to Hire Employees

https://www.gvsu.edu/hro/standard-operating-procedures-for-recruitment-1138.htm#Stage1

Outcome

A selected candidate is identified and approved by Dean/Appointing Officer.

Next Step: Offer Approval

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Offer Approval

Purpose, Timeline, and Required Information

Process Purpose: Obtain approval to make verbal offer to the final candidate.

Recommended Timeline to Complete this Step: 1-2 business days.

Required Information: Candidate's application materials and offer approval information in PageUp.

Human Resources Business Partner: _____

Search Chair: _____

Dean/Appointing Officer: _____

Standard Operating Procedures Checklist

Please check the box and fill in the appropriate sections as each step is completed.

☐ Search Chair, Search Chair Assistant, or Dean's Assistant/Appointing Officer's Assistant moves final candidate to "Preparing Offer Details" in PageUp and completes the Offer Card.

- For Faculty: Faculty Qualifications Assurance Form (FQA) signed by Unit Head and Dean, with transcripts are required. Unofficial transcripts are acceptable at this time of the process.

Comments:

☐ Human Resources conducts a review of the final candidate and reviews suggested starting salary.

Suggested Starting Salary: $_____

Comments:

☐ For Faculty Positions: Office of the Provost conducts a review of the final candidate after Human Resources' approval.

Comments:

- ☐ Human Resources notifies the Dean/Appointing Officer and their Assistant of offer approval via email.

Comments:

Documentation

- ☐ (Faculty Only) Faculty Qualifications Assurance Form (FQA)

Find required documentation here:

GVSU Home Page → Human Resources Office → Supervisors → How to Hire Employees

https://www.gvsu.edu/hro/standard-operating-procedures-for-recruitment-1138.htm#Stage1

Outcome

Approval to make a verbal offer to the final candidate.

Next Step: Make Verbal Offer

Comments:

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Make Verbal Offer

Purpose, Timeline, and Required Information

Process Purpose: Make a verbal offer to the selected candidate.

Recommended Timeline to Complete this Step: 1 business day.

Required Information: Candidates application materials and offer details in PageUp.

Human Resources Business Partner: _____

Dean/Appointing Officer: _____

Standard Operating Procedures Checklist

Please check the box and fill in the appropriate sections as each step is completed.

- ☐ Dean/Appointing Officer or Human Resources makes verbal offer.
  - AP/Faculty Positions: Dean/Appointing Officer may delegate the supervisor to call and make the verbal offer.
  - Hourly Positions: Human Resources makes the verbal offer.
- ☐ If needed, Dean/Appointing Officer or Human Resources will negotiate offer with the candidate.

Documentation

No additional documentation required.

Outcome

Offering candidate the position.
Next Step: Candidate Accepts Offer

Comments:

GRAND VALLEY STATE UNIVERSITY

Candidate Accepts Offer

Purpose, Timeline, and Required Information

Process Purpose: Candidate accepts the offer to fill the open position.

Recommended Timeline to Complete this Step: Dependent upon how quickly the candidate accepts verbal offer.

Required Information: Candidate's application materials, position details, and offer details.

Standard Operating Procedures Checklist

- ☐ AP/Faculty Positions: Dean/Appointing Officer or their Assistant writes appointment letter and sends to candidate for acceptance via PageUp.
- ☐ Hourly Positions: Human Resources writes appointment letter and sends to candidate for acceptance via PageUp.

Comments:

- ☐ Candidate accepts position and a confirmation email is sent to Dean/Appointing Officer via PageUp.

Comments:

- ☐ Human Resources runs required background check(s) on candidate.

Comments:

Documentation

- ☐ Appointment Letter

Find required documentation here:

GVSU Home Page → Human Resources Office → Supervisors → How to Hire Employees

https://www.gvsu.edu/hro/standard-operating-procedures-for-recruitment-1138.htm#Stage1

Outcome

Candidate accepts position in PageUp and begins Onboarding in PageUp.

Comments: