SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

ADMINISTRATIVE/PROFESSIONAL
HIRING PROCESS

Office of Equal Opportunity, Access & Title IX Coordination | Box 1025 | Edwardsville, IL 62026 | Phone: 618.650.2333 | Fax: 618.650.2270

Phase I

Position Creation & Candidate Evaluation

1. **New Job Titles & Codes**
   a. If the position is a brand-new position, a request is sent to the Director of Institutional Research to create a job title and codes for Banner.
   b. After the codes are created, the Assistant Director of Equal Opportunity, Access, and Title IX Coordination approves the codes.
2. **Creation or editing of Position Description Questionnaire (PDQ)**
   a. Hiring manager creates/reviews PDQ to ensure it is up to date.
   b. Equity Consultants invited into hiring process at this step to ensure equity.
3. **Strategic Position Alignment (SPA) Process**
   a. Hiring Manager completes draft SPA request to their Vice Chancellor.
   b. Once the Vice Chancellor approves the request, the Hiring Manager submits Strategic Position Alignment (SPA) request.
      i. Hiring Manager for staff positions gets approval from Chancellor's Council Planning.
   c. The Budget Director in the Office of the Chancellor emails approved positions to Human Resources for approval and posting.
   d. Grant-Funded Positions do not go through SPA process. Instead, a SPA Exempt Request form and PDQ are sent to Human Resource.
4. **Search Waiver Process** (if applicable – see https://www.siue.edu/policies/table-of-contents/2b4.shtml for circumstances)
   a. Department completes SIUE Request for Waiver of Search Process.
   b. Waiver is submitted with Justification of Selection form to Vice Chancellor of that area.
   c. Form emailed to Office of Equal Opportunity, Access, and Title IX Coordination for final approval.
   d. Copy sent to Hiring Authority, Vice Chancellor, and Human Resources.
5. **Posting Positions**
      i. Once the position has been approved by SPA process and Human Resources, posting goes live on SIUE website.
      ii. Positions are also posted to:
         1. LinkedIn
         2. Indeed
         3. Glassdoor
         4. SchoolJobs.com
         5. GovernmentJobs.com
         6. JobTargetOFCCP
         7. Women For Hire
         8. EmployDIVERSITY
         9. Job Opportunities for Disabled American Veterans
         10. disABLED Person
         11. MilitaryVetJobs.com
         12. Hire Heroes USA
         13. Rally Point

14. tapABILITY
15. Disability Solutions
16. African American Job Network
17. Asian Job Network
18. Disability Job Network
19. Latino Job Network
20. LGBT Job Network
21. Retirement Job Network
22. Veteran Job Network
23. Women's Job Network
24. MilitaryHire.com
25. National Diversity Network OFCCP
26. Illinois Job Link

  iii. It is recommended that the position be shared with any relevant professional organizations, local job boards, search committee members' networks, and social media, especially to those that advertise to diverse candidates. Recommendations on where to post can be found in the [Inclusive Hiring Toolkit Training](#). (Please note that expenses tied to posting on additional job boards are the responsibility of the department.)

6. **Search Committee Formation**
   a. Recruiting for Diversity email sent by Human Resources to Hiring Manager as part of information shared when position is posted on SIUE website.
   b. Department forms Search Committee (can happen before job is posted). It is expected that the Search Committee be comprised of a quality group of employees and/or students who work closely with the posted position.
   c. Memo sent from Search Committee Chair to [Office of Equal Opportunity, Access, and Title IX Coordination](#) listing committee members.
      i. Committee members' names are put in spreadsheet.
   d. Hiring Manager or Search Committee Chair confirms that Search Committee members have taken Search Committee Training within the past two years.
      i. To access the training, log into Blackboard.
      ii. In the ORG List, select EOA-And-Title IX.
      iii. Select Search Committee Training.
      iv. Complete the online program.
      v. Send certificate of completion to Hiring Manager or Search Committee Chair.
   e. Search Committee should complete the [Inclusive Hiring Toolkit Training](#).
   f. Hiring Manager creates Committee Charge, which outlines goals and timeline for the search committee.
   g. All Search Committee members must submit a [Search Committee Relationship Disclosure & Conflict of Interest Certification](#) and indicate whether they have a potential conflict of interest with any candidate. The [Office of Equal Opportunity, Access, and Title IX Coordination](#) will review the forms and determine whether or not any committee members should refrain from attending the interview of the person with whom they have an established relationship.

h. Search Committee shares posting with their networks, helping create a quality candidate pool.
i. Equity Consultant is invited to the first meeting of the search committee. During that meeting, the Equity Consultant will share information about equitable hiring practices, including reviewing key points of the Inclusive Hiring Toolkit Training and the creation of a rubric for evaluating candidates and of interview questions.
j. Search Committee, with input from Equity Consultant, will create rubric using objectivity and inclusivity and based upon the required and preferred qualifications of the position. Sample rubrics can be found in the Inclusive Hiring Toolkit Training.

7. **Evaluating Candidates**
   a. Once position closes, the Assistant Director of Equal Opportunity, Access, and Title IX Coordination will provide anonymous candidate demographic data (gender and race) to Search Committee Chair.
      i. The Search Committee Chair, with input from the committee, will determine whether the candidate pool is highly qualified.
      ii. If the pool is not quality, the search committee chair, in conjunction with the hiring manager, may coordinate with Human Resources to extend the job posting to allow for more candidates.
      iii. If the search is extended, the committee will reshare information with any relevant professional organizations, local job boards, search committee members' networks, and social media, especially to those that advertise to other candidates.

8. **Candidate review:**
   a. Search Committee reviews candidates and recommends candidates to interview using rubric created by Search Committee.
      i. Search committee members must submit an amended Search Committee Relationship Disclosure & Conflict of Interest Certification if they learn they have a potential conflict of interest with a candidate. The Office of Equal Opportunity, Access, and Title IX Coordination will review the disclosure and determine whether or not the committee member should refrain from attending the interview of the person with whom they have an established relationship.
   b. Search Committee interviews candidates.
   c. Search Committee recommends the top-scoring candidates to Hiring Manager.
   d. Hiring Manager selects finalist and indicates backup in the event the first-choice candidate declines the role.
   e. Hiring Manager or Search Committee Chair notifies the candidates who were not selected. The notification can include recommendations of other University positions to consider applying for.

Phase II

Candidate Selection

1. Department completes the following:
   a. Reference Check(s) (minimum of 2)
   b. Educational Requirement Check
   c. Employment History Verification made.

2. If the candidate is international, the Hiring Manager must confirm with Patty Odom that the candidate is eligible to work in the United States.
3. Hiring Manager completes [Hiring Justification](#) form. Hiring Manager creates a memo on official SIUE letterhead and signed and dated, stating that all references and employment history have been verified with satisfactory results.
    a. Send to the [Office of Equal Opportunity, Access, and Title IX Coordination](#) for review.
    b. The Office of Equal Opportunity, Access, and Title IX Coordination notifies the Assistant Director of Employment, Comp, and Classification of approval.
4. Contingent Offer made to candidate by department.

Phase III

Background Check

1. **Human Resources completes the following:**
    a. Background Check
    b. Drug Screen

Phase IV

Final Documentation

1. **Formal Offer made to candidate.**
    a. New Hire Paperwork completed.
    b. Job Process closed once start date is set.
    c. Candidates who were not selected are notified by department.
2. **New Employee Tasks**
    a. New Employee starts work.
    b. New Employee completes Ethics Training.
    c. New Employee attends New Hire Orientation.