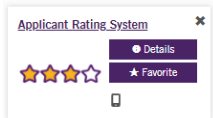


WSU HIRING REFERENCE GUIDE

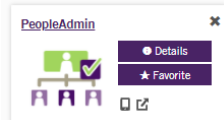
QUICK GUIDE TO HIRING SALARIED STAFF AND FACULTY

People Admin Handbook

- Post the job: directions in (PA Handbook pg. 12)
 - If a position description needs to be modified or audited before posting, follow these directions (PA Handbook pg. 9)
 - If a new position description is needed, follow these directions (PA Handbook pg. 2)
 - In both cases, you will want to work with HR's Compensation Analyst to determine correct classification and grades.
- The job gets posted, each search will have a search committee chair and committee (at least three people are recommended).
 - Advertising is done by HR through a vendor.
 - Recommendations can be sent from the advertising vendor based on the type of position and advanced tracking and technology and Cost Per Click (CPC).
 - Diversity and inclusion options and [Diversity Trio](#) options are also available from the vendor
- Set up a committee orientation meeting with HR's Employment Supervisor through email or google calendar
 - Understand best practices and steps to be performed in Applicant Rating System (ARS)

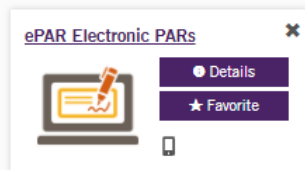


- and People Admin (especially for the committee chair.)



- Committee Guide ([Link](#))
 - Call HR to close posting once past the review date if the committee feels there are enough qualified applicants
- The committee chair will eliminate candidates who don't meet minimum requirements in both ARS ([ARS Link](#)) and the Applicant Tracking System (ATS) of People Admin
 - The committee chair advances the screening level in ARS to paper screen
 - Committee members rate the candidates who have not been eliminated
 - The committee enters their ratings in ARS at the paper screen level
 - If there are preference points that need to be added, the committee chair will alert HR to add points if applicable (this needs to be done AFTER the paper screen but BEFORE a decision is made regarding which candidates to invite for 1st Interview)
 - For any position with candidates needing sponsorship to work in the United States (foreign nationals) call HR with the names of those candidates
 - The prevailing wage must be determined before moving forward.
 - Committee meets to determine (based on the ARS paper screen report) the top candidates who will be invited to interview
 - The chair eliminates candidates with lower scores in both ARS and People Admin
 - Advances the screening level in ARS to 1st interview
 - Set up interviews. If desired, set up candidate meetings with the HR's Benefits Coordinator (email HR to set appointments for candidates' benefits overview)
 - When arranging interviews be upfront with candidates about the salary range to avoid having candidates drop out later in the search.
 - For staff, positions contact the Compensation Analyst to get a firm salary range

- For faculty positions contact the Dean to get a firm salary range
- Following the 1st interview committee members rate candidates again in ARS at the 1st interview level
- The top candidate is selected, or two to three finalists who will participate in a 2nd interview are identified, interviewed, and rated again (at 2nd interview level)
- The top candidate is determined and references checked
- Move selected candidate to **Recommend to Hire** in People Admin
 - Must be logged in as committee chair to change the status of candidates
 - The ePAR (electronic Payroll Action Request) can be started the next day ([ePAR link](#))



- The committee chair can create and submit the ePAR or proxy it to the department admin
- ePAR goes through approvals
 - 1st Approver, 2nd Approver, HR 1st, Equal Employment Office (EEO), Division VP, and then to HR 2nd
 - HR will email the hiring supervisor when a conditional offer can be made based on a background check
 - If the conditional offer is accepted, HR will run a background check on the candidate
- When BG check is completed HR lets the hiring manager and/or the search committee chair know a firm offer can be made and the start date finalized
 - For faculty, the Dean will send an offer letter and confirm a start date.
 - After a copy of the signed offer letter is received by HR the ePAR is completed and sent forward to the benefits coordinator for benefits enrollment.
 - A benefits enrollment appointment is set with the Benefits Coordinator in the form of a calendar invite with a link for new hires and steps before ([Link](#)) and upon starting at WSU.
- Links are sent to new hires before meeting from HR's Benefits Coordinator to obtain a W# and then for online benefit enrollment
- All benefits questions should be directed to the Benefits Coordinator

Visual Hiring Process for Staff and Faculty



Special Waiver of Standard Employment Policy [PPM 3-5 Section VI. Exceptions](#)

Weber State University's Policies and Procedures Manual 3-5 describes the normal procedures for hiring salaried faculty and staff positions. That policy also sets out circumstances that justify modifying those standard procedures, on occasion. Modifications include limiting the recruiting area or duration of a search, or, under specific circumstances totally bypassing advertising and selection requirements.

- Please call HR Employee Supervisor to discuss Waiver of Standard Employment Policy.
- Approvals will need to be attained on the [waiver form](#) in order to move forward with the waiver process.