

People Admin Search Process
Student Success Steps for Approval – University Support Staff (USS)
and Unclassified Professional Staff (UPS)

Office of the Vice Provost for Student Success
Revised June 2009

KEY

Director/Unit

BPAT/VP/AVP = Student Success

HREO

Step 1: Request to Initiate a Search – USS & UPS

Who's involved? Director, VP/AVP & BPAT

- A. Verbal conversation between Unit Director and VP/AVP to discuss reason for vacancy, plans to fill the vacancy, changes in position description, salary, etc.
- B. Submit "Request to Initiate a Search" – (for both USS and UPS) to BPAT. It can be submitted electronically via the BPAT e-mail (bpat@ku.edu) or hard copy to the Office of the Vice Provost for Student Success, 113 Strong Hall. Sample formats are attached – deleting the narrative information and inserting only the search information. The hard copy paperwork must have the Director's signature of approval. Instructions for electronic signatures are given on the documents.
- C. BPAT will review the request, discuss with the Director if needed, and forward to the designated AVP or VP for approval.
- D. The AVP/VP returns the approved request to BPAT, who then forwards the approval with remarks to the Director.

Step 2: Position Description – People Admin

Who's involved? Hiring Manager, Director or Director's designee, BPAT & HREO

- A. The Unit hiring manager enters the position description into People Admin. Forwards it to BPAT using "Administrative Review". The People Admin system will send an e-mail to BPAT confirming that the position description is ready for review by Student Success.
- B. BPAT will review the position description based upon the information from the approved "Request to Initiate." Questions will be directed to either the Director or to the VP/AVP if information is different than that approved in Step 1. BPAT will approve on behalf of the VP/AVP and forward to HREO for review and approval.
- C. HREO will review the position description (including job title, job duties, required and preferred qualifications, and FLSA classification); the system will send an automatic email notifying the Hiring Manager and BPAT that the position description is approved.

Step 3: Search Requisition – People Admin

Who's involved? Hiring Manager, Director or Director's designee,
BPAT & HREO

- A. The Unit hiring manager enters the requisition in to People Admin and forwards it to BPAT using "Administrative Review". The People Admin system will send an e-mail to BPAT confirming that the requisition is ready for review by Student Success.

- B. BPAT will review the requisition based upon information submitted in the “Request to Initiate.” Questions will be directed to either the Director or to the VP/AVP if information is different than that approved in Step 1 outlined on page 1 of this document. BPAT will approve on behalf of the VP/AVP and forward to HREO for review and approval.
- C. HREO will review, approve and post on the HREO website (<https://jobs.ku.edu/>). The People Admin system will send an approval e-mail to the hiring manager and to BPAT.
- D. The Unit is responsible for posting ads as designated in the requisition. Any changes to the ad copy or the distribution of the ads after the requisition has been approved by HREO needs additional approval by HREO.
- E. For UPS searches, BPAT will create the recruitment brochure. The Unit is responsible for the editing and proofing of the brochure. The Office of the Vice Provost for Student Success will print the brochure and distribute to the designated areas for publicity of the vacant position.

Step 4: Review of Candidates & Recommend for Interview
Who’s involved? Search committee, Hiring Manager & HREO

- A. After the search or initial review deadline, the search committee will review the applications and recommend for interview and/or recommend for interview – alternate. The hiring manager will **change the applicant status** to 1) “recommend for interview”; 2) “recommend for interview – alternate”; or 3) other options available to move remaining applications to “inactive.” The hiring manager will **change the requisition status** to “Recommend for Interview.” People Admin will generate an e-mail of information to BPAT and HREO.
- B. HREO will review and approve the interview pool.
 1. HREO requires selecting an interview pool of at least 3 people and that alternates be designated in the event an interview is declined. If the pool falls to less than 3 people interviewed, the Unit must discuss their options with HREO before proceeding with the request to offer.
 2. HREO will review the rationale for selecting and not selecting the applicants approved for interview.
 3. A system generated e-mail will be sent to the Unit with a copy to BPAT when the interview pool is approved for interview.
- C. (UPS only) BPAT will give the approved interview pool information to the VP/AVP – Information only. There is no approval from Student Success during this step.

Step 5: Candidates Are Interviewed

Who’s involved? Search Committee & Others

- A. Candidates are interviewed following the process outlined on the “Request to Initiate a Search.”
- B. For a UPS search, all candidates interviewed MUST have a brief conversation with the designated VP/AVP or designee during the interview process. Any exceptions to this procedure must be approved by the AVP or VP.

Step 6: – Recommend Applicant for Hire.
Who's involved? Director, Hiring Manager, HREO

- A. The Unit hiring manager with input from the director:
1. **Changes the applicant status** to:
 - a. Recommend for Hire; or,
 - b. Recommend for Hire – Alternate; or,
 - c. Interviewed, But Not Hired; or,
 - d. Declined Interview; or
 - e. Interviewed but Withdrew Application
 2. **Enter the required rationale for each candidate interviewed by including the following:**
 - a. Clearly distinguish the differences between the candidate(s) being offered the position versus the other interviewed for the position. **The language should not be too vague or general.**
 - b. Include the ranking order for candidates who are assigned the status of “Recommend for Hire-Alternate.”
 - c. The requested salary that will be offered to the candidates recommended for hire and recommended for hire-alternate.
 3. Salaries recommended above the listed/advertised salary range must be approved by the VP/AVP and HREO BEFORE the verbal offer can be made. See 6D.
 4. **Changes the requisition status to:** “Candidate selected for Hire”. People Admin will generate an e-mail of information to BPAT and HREO.
 5. **THE VERBAL OFFER CAN NOT BE GIVEN UNTIL HREO APPROVES THE CANDIDATE FOR HIRE.**
- B. The “Recommend for Hire” is audited by HREO.
1. HREO will review the salary offer and approve the justification statement, if applicable.
 2. HREO will review the rationale for selecting and not selecting the interviewed applicants for verbal offer or alternate.
 3. HR/EO reviews the number of applicants interviewed, confirming that if the interview pool slipped below three (due to declining an interview), the Unit contacted, or attempted to contact, their ranked alternates who were previously approved for interview.
 4. HREO will change the requisition status to “Complete Hiring Proposal.”
 5. A system generated e-mail message of approval will be sent to the Hiring Manager & BPAT.
- C. **VERBAL OFFER IS MADE AT THIS STAGE OF THE PROCESS.**
1. If there is need to negotiate a salary higher than the advertised/listed salary range, see Step 6D.
 2. If salary offered is with in advertised range. No additional approval is needed from SS or HREO to give the verbal offer.
- D. **SALARY NEGOTIATION** outside the salary range reported “for internal use only” on the posting details tab.
1. Salary negotiation can occur prior to “Recommend Applicant for Hire” or after the verbal offer is extended and before the Hiring Proposal tab is completed.
 2. Salaries negotiated at 10% or less above the top of the listed/advertised salary range **must be approved by the VP/AVP BEFORE** the verbal offer can be made.
 3. Salaries negotiated at greater than 10% above the top of the listed/advertised salary range **must be approved by the VP/AVP and HREO BEFORE** the verbal offer can be made.
 4. Procedure for approval in PeopleAdmin – The rationale/justification to request approval to offer a salary outside of the advertised/listed salary range must be

provided in an e-mail to BPAT, for approval by the AVP/VP. If approved, BPAT will add the justification to the Notes/History tab.

Step 7: Ready for Hiring Proposal

Who's involved? Director, Hiring Manager, HREO

- A. After the verbal offer is accepted:
 1. The Unit hiring manager **completes the Begin Hiring Proposal link** and the funding builder tab within the Hiring Proposal with the correct data for payroll to complete funding scenarios. If you are not certain about the funding, **contact BPAT**.
 2. **Changes the action status on the hiring proposal link to "Submit Hiring Proposal to HR/EO."**
 3. A system-generated e-mail goes to HREO (and BPAT for information only).

Step 8: Hired

Who's involved? B/PRS staff, HREO, Payroll

- A. HREO receives the Hiring Proposal information and generates the offer letter, changes applicant status to "Hired," and initiates the background check (see Note 8 below).
 1. The offer letter is sent to the Unit hiring manager, unless other instructions are given in the hiring proposal, for signature.
 2. Following Board of Regents policy, KU will comply with all criminal background check requirements for new employees.
 3. Either the Unit supplies the payroll required documents/benefits packet to the new employee or directs the candidate to payroll to complete the hiring packet. The payroll office will put the new hire on payroll AFTER they (payroll) receive the supporting documents and the signed written offer is returned to HREO.
- B. The Payroll Office **MUST** have the completed supporting documents **BEFORE** the new employee can be entered into the payroll system. New employees should not begin work before the offer letter is signed.
- C. After the signed offer letter has been returned to HREO by the new hire, the People Admin requisition will be marked "Filled" by HREO.
- D. The Unit can confirm the appointment has been entered into the system for payroll purposes by checking HRSA.

Step 9: Closing the Search & Guidelines for Record Keeping

Who's Involved? Unit Search Committee Chair, B/PRS staff

Guidelines are outlined in the PeopleAdmin Hiring Manager User's Guide, page 40

Notes

1. The rationale/purpose of the "Request to Initiate a Search" is to provide a consistent process to move a search through the approval steps of the People Admin process following the verbal discussion with the VP/AVP.

2. After the AVP/VP has approved the “Request to Initiate”, the People Admin process will be managed between the Unit, BPAT and HREO.
3. The **Student Success guidelines** to initiate a Student Success UPS or USS search or search waiver request supplement the guidelines established by HREO. The HREO recruitment handbook, “Guidelines for Successful Recruiting: Unclassified Professional Staff and University Support Staff” is available at http://www.hreo.ku.edu/files/documents/UPS_USS_Recruit_Guideline.pdf
4. HREO guidelines for Equal Opportunity and Affirmative Action apply to all UPS & USS searches.
5. **Search Training**. As stated in the HREO unclassified staff recruitment guidelines, search committees for unclassified searches must be certified. This process ensures that search committee members have the necessary information needed to conduct a successful search. If the search committee and/or the committee chair have not been previously certified by participating in an HREO search workshop, the search committee chair can arrange for an informal workshop with HREO.
6. **Additional resource information – “Writing Position Descriptions”**
HREO offers a professional development workshop designed to outline the requirements for writing position descriptions and position announcements as well as pertinent policies related to the position management process.
To request a training session: http://www.hreo.ku.edu/training/info/course_details/41
Training Guide: http://www.hreo.ku.edu/files/documents/writing_unclass_pd.doc

Definitions

PD - position description
 BPAT – Budget & Personnel Team
 HREO – Human Resources/Equal Opportunity
 USS – University Support Staff
 UPS – Unclassified Professional Staff

Directory for Assistance

Jason Hornberger, 4-9140, jfh@ku.edu
 Rhonda Sharp, 4-8194, rsharp@ku.edu
 Ruth Stoner, 4-4061, rstoner@ku.edu
 Jeannie Doering, 4-4059, jdoering@ku.edu
 Cindy Nitcher, HREO, 4-2256, cnitcher@ku.edu

Toolkit for Searches

1. Student Success Steps for a Successful Search – VPSS webpage (staff resources):
<http://www.vpss.ku.edu>
2. University Support Staff (USS) Job Titles and Pay FAQ Summaries – 12/08 -
http://www.hreo.ku.edu/files/documents/USS_Pos_Title_Pay_FAQ.pdf
3. Hiring Manager User’s Guide– PeopleAdmin:
<http://www.hreo.ku.edu/files/documents/PeopleAdminHiringManagerUserGuide.pdf>
4. Navigation Guide – PeopleAdmin:
<http://www.hreo.ku.edu/files/documents/PeopleAdminNavigationGuide.pdf>

5. People Admin Hiring Manager Training (Information, schedule for future sessions & registration): http://www.hreo.ku.edu/training/info/course_details/6
6. People Admin News and Updates – People Admin website - http://www.hreo.ku.edu/policies_procedures/recruitment/peopleadmin_news
7. Equal Opportunity and Affirmative Action Training - (Information, schedule for future sessions & registration): <http://www.hreo.ku.edu/training/info/courses/1>

Training Available:

- Americans With Disabilities Awareness Seminar
 - Background Check Policy/Process Training
 - Conducting Faculty Searches
 - Conducting STAFF Searches - UPDATES
 - Conducting Unclassified Professional & University Support Staff Searches
 - Diversity Training
 - Guidelines for Awarding USS Merit
 - Racial & Ethnic Harassment Awareness Seminar
 - Resumes for Interviews
 - Sexual Harassment Awareness Seminar
8. KU Criminal Background Check Policy:
<https://documents.ku.edu/policies/hreo/BackgroundCheck.htm>
 - Procedure:
http://www.hreo.ku.edu/files/documents/criminal_background_check_procedure.pdf
 - FAQ's: http://www.hreo.ku.edu/files/documents/criminal_background_check_faq.pdf

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