

McNeese State University
GUIDELINES FOR HIRING SUPERVISORS
Classified Civil Service Employment

PART 1: Posting Vacancy and Intake of Applications

When a classified civil service position becomes vacant, the supervisor must request that the position be filled. The request should go through the chain of command until the appropriate Vice President is notified. The Vice President will determine if the request will be submitted to the President's Executive Staff for approval.

With approval from the Executive Staff, and noted in Executive Staff minutes, Human Resources will be notified in writing. Human Resources will post the position as outlined in the Human Resources Policy for Posting Vacant Positions. The posting will state the minimum qualifications for the position, the test that is applicable, if any, and any other licenses or certifications that may be required.

The posting must be for a minimum two weeks or 14 days. Applications will be accepted, both electronically through LACareers system and by hard copy, by Human Resources until midnight on the closing date of posting and up to two days later if postmarked timely.

Applications are pre-screened in Human Resources to check for minimum qualifications and test scores. **Applicants must meet the minimum criteria as stated in the job posting and have already taken the appropriate civil service exam.** Human Resources is responsible for sending out all applicant notifications to include acknowledgment and rejection. The original applications are forwarded from Human Resources to the hiring supervisor beginning three days after closing date of posting.

PART 2: Supervisor Review of Applications and Interview Process

All applications received by the hiring supervisor must be logged on the **List of Applicants Form, Hiring Plan Form 1**. The hiring supervisor must interview a minimum of three (3) qualified applicants if more than three (3) apply for the vacancy.

It is recommended that Supervisors ask the candidate for at least three professional references. Supervisors must check the references and document the comments. **Listed below are sample questions to be asked of references:**

- 1. How long have you known the applicant?**
- 2. Would you identify some strengths and weaknesses of the applicant?**
- 3. Would you hire/rehire this person if given the opportunity?**
- 4. Do you have any closing remarks that you would like to make?**

Interviews should follow uniform procedures and the same questions should be asked of **all** candidates. As the hiring supervisor, you may choose to interview the candidates on a one-to-one basis, or you may choose a committee or another individual to assist you with the actual interview process. It is recommended that the Supervisor take notes during the interview process. Notes should be maintained as backup for the final decision.

An applicant's Civil Service score should be considered when choosing a candidate. However, the score is just one criteria used in determining the top choice. It is not required that supervisors choose the candidate with the top score. It is also not required to hire the candidate with the most seniority. A candidate's score and other criteria may be discussed with Human Resources prior to the final decision on the top candidate.

PART 3: Background Check and Final Approval for Hire

Step 1: At the conclusion of the interview process, the hiring supervisor must return to Human Resources the following information:

- **Completed Checklist for hiring supervisors**
- **Completed List of Applicants Form, Hiring Plan Form 1** indicating hire

Step 2: Human Resources will review the documents for completeness and accuracy, and verify experience, education, and credentials of final candidate. Final approval for the hire will be granted by the Director of Human Resources/Delegated Appointing Authority.

Step 3: Once approval for hire is granted by the Director of Human Resources, the successful candidate should be contacted by the hiring supervisor to complete the **Pre-Employment Application Form, Hiring Plan Form 2**, for the background check. This form may be mailed, faxed, or delivered to Human Resources. The background check process normally takes from two to five working days. The hiring supervisor will be notified when this process is complete.

Step 4: If the **Pre-Employment Application Form** is clear, the hiring supervisor will forward to Human Resources the **Letter of Offer** and the **Employee Information Form**.

Step 5: If the position is considered safety or security sensitive and is subject to drug testing at new hire, the candidate will report to Human Resources PRIOR to beginning employment for drug testing.

Included with these guidelines are the following items:

1. Checklist for hiring supervisors
2. Posting Policy for Vacant or New Positions
3. List of Applicants Form, Hiring Plan Form 1
4. Pre-Employment Application, Hiring Plan Form 2
5. Letter of Offer, Hiring Plan Form 3
6. Employee Information Form, Hiring Plan Form 4