

McNeese State University  
Hiring Procedures and General Guidelines for Unclassified Employment  
**HIRING PROCEDURES CHECK LIST**

Position Vacancy: \_\_\_\_\_

Position #: \_\_\_\_\_

Department: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

\* Emergency, Temporary, and Interim Hires

Completion Dates	Chair's Initials	
* 1. _____	_____	<p><b><u>Hiring Supervisor request approval to fill position from President and Senior Staff.</u></b></p> <p>a. Hiring supervisor initiates a written request justifying the need to fill a position and obtains approval through the Chain of Command:</p> <p>b. President/Vice President presents request to Senior Staff and notifies hiring supervisor of approval in writing.</p>
* 2. _____	_____	<p><b><u>President request approval to fill position.</u></b></p> <p>a. Hiring supervisor completes and submits the <b>Unclassified Position Description, Justification and Certification Form, <u>HPF1</u></b> to the appropriate Vice President (or President) along with:</p> <p style="margin-left: 20px;"><b>1) Justification For Position, <u>HPF2</u></b></p> <p style="margin-left: 20px;"><b>2) Position Description, <u>HPF3</u></b></p> <p>b. Vice President submits paperwork to the President's Office for approval.</p> <p>c. President's Office obtains Vice President for Business Affairs' approval.</p> <p>d. President obtains approval to fill position from the ULS Staff when applicable. President's Office receives approval from the ULS Staff (up to 3 days).</p> <p>e. Distributions of approved forms are dispensed to the hiring supervisor</p> <p>f. Upon distribution of approved forms, the hiring supervisor is approved to move forward with the search process. Hiring supervisor should contact the Office of Equal Opportunity for required documentation and guidance for the hiring process.</p>
3. _____	_____	<p><b><u>Hiring Supervisor begins search process and selects committee.</u></b></p> <p>a. All required hiring forms must be approved by the CDO in the Office of Equal Opportunity.</p> <p>b. Hiring supervisor contacts the Office of Equal Opportunity for guidance following the hiring process.</p> <p>c. Hiring supervisor submits the <b>Search Committee Members, <u>HPF4</u></b>, to the Office of Equal Opportunity for approval. The selection of the committee should reflect a broad sense of diversity.</p>
4. _____	_____	<p><b><u>Committee work and meetings begin.</u></b></p> <p>a. A representative from the Office of Equal Opportunity must attend all search committee meetings including interviews and must be included in the planning of search committee meetings.</p> <p>b. Hiring supervisor presents the charge to the committee at the Charge Meeting to clarify the responsibilities of the position and the abilities, knowledge, qualifications, and preferred qualifications for filling the position.</p> <p>c. All job advertisements must be approved by the Office of Equal Opportunity prior to any advertising. Advertisements with salaries of \$30,000 or above require national advertisement.</p> <p>d. Committee Chair e-mails the <b>Job Advertisement, <u>HPF5</u></b>, and <b><u>HPF6</u></b> (for publications in newspapers, journals, websites, etc.) to the Office of Equal Opportunity for approval. The Office of Equal Opportunity will post the ad on the</p>

McNeese and HigherEdJobs.com website. The Purchasing Office can provide information for purchasing ads. The committee should identify vendors for their specific content areas at the Charge Meeting and contact the Purchasing Office for assistance.

- e. The Office of Equal Opportunity will e-mail the approved ad to the list of universities in the **University List, Resource 1**, in the Hiring Plan.
- f. Chair submits the **Applicant Recruitment Plan, HPF7**, to the Equal Opportunity Office for approval.

5. \_\_\_\_\_ **Chair acknowledges applicants.**

- a. Search Committee Chair sends each applicant that applies an **Acknowledgement Letter, HPF8** and an **Applicant EEO Data Form, HPF9** by e-mail, fax, or mail.
- b. Applicant EEO Data Form is returned to the Office of Equal Opportunity by e-mail, fax, or mail.
- c. Chair must list all persons who have submitted an application for the position on the **Application and Interview Flow Chart Form, HPF10**.

6. \_\_\_\_\_ **Committee screens applicants.**

- a. Applications and resumes should be screened by all committee members using documented criteria as stated in the position description and job qualifications.
- b. Transcripts should be reviewed and reference checks completed.
- c. E-mail the **Reference Questions, HPF11** used during the reference check process to the Office of Equal Opportunity for approval by the CDO. The standard reference questions should be asked of all references. Other reference check questions must be approved by the CDO. Committees are also allowed to check references that are not listed.
- d. E-mail the **Interview Questions, HPF12**, used during the interview process to the Office of Equal Opportunity for approval by the CDO.

7. \_\_\_\_\_ **Committee interviews qualified candidates.**

- a. At least three (if applicable) qualified applicants should be interviewed (qualified applicants - based solely on documented criteria, position description, and job qualifications).
- b. Semi-finalist interviews can be conducted by telephone or Skype.
- c. Selection of the final candidate should occur during the on-campus interviews. McNeese is not obligated to pay for travel; however, this issue should be discussed with the hiring supervisor.
- d. Interviews should follow uniform procedures and committee members must ask the same questions of all candidates. Follow-up questions are allowed during the interviews.
- e. Questions are not to be distributed to applicants prior to the interview.

\* 9. \_\_\_\_\_ **Chair submits recommended candidate(s) to Hiring Supervisor.**

- a. Names of recommended candidates, résumés, and hiring plan documents should be submitted to the hiring supervisor of the position. Hiring supervisor will select the best candidate or accept the committee's recommendation. The hiring supervisor is not to make an offer to the selected candidate before receiving a written approval from the President.
- b. An official pre-employment, criminal history Background Search is a University required component of the hiring process. Hiring supervisor must contact Human Resources to proceed with the **Background Check**. See and follow [Pre-Employment Background Search Procedure](#). The Pre-Employment Application or Background Check process will take approximately 2-5 business days. The hiring supervisor may not move forward until HR approves background check.
- c. **Faculty hires** – Each academic department is responsible for evaluating all new instructional faculty and staff for English language fluency and certifying that those individuals will be permitted to teach only after demonstrating sufficient fluency in English to be understood in the classroom. If the English language fluency of an individual has been assessed as insufficient or if assessment has not occurred, the academic dean, department chairman, or designee must certify that the individual will not teach. See **Assessment and Certification of Faculty English Proficiency Policy, Resource 2**. Departments must complete the **English Fluency Certification Form for New Instructional Faculty, HPF13**, and submit

to the Vice President for Academic and Student Affairs. This form must be completed before an offer is made to the selected tenure-track, non-tenure track, or any other new instructional faculty hired.

- d. Hiring supervisor must complete and submit the **Letter of Intent to Employ, HPF14** and all the required documents that make up the Hiring Packet to appropriate VP. President must approve the Letter of Intent to Employ before an offer is made by the hiring supervisor.

\* 10.

**Hiring Supervisor submits Hiring Packet to appropriate Vice President.**

Hiring supervisor submits the completed hiring packet to the appropriate Vice President. This includes:

- a. **Letter of Intent to Employ, HPF14**
- b. **Application and Interview Flow Chart, HPF10**
- c. Hiring Procedures Check List with completion dates and initials
- d. Copy of **Unclassified Position Description, Justification & Certification Form, HPF1A, Justification for Position, HPF2, and Position Description, HPF3**
- e. **English Fluency Certification Form for New Instructional Faculty, HPF13** (Faculty Hires Only)
- f. Three Letters of Recommendation
- g. Resume
- h. Official Transcript(s) – candidate must request from Registrar of conferring university to be sent directly to the Office of Academic and Student Affairs.
- i. Original **Advertisement, HPF5, and HPF6** and copy of published advertisements from McNeese and HigherEdJobs.com websites. The Office of Equal Opportunity will forward original ad with CDO signature and a copy of published ads.

\* 11.

**Hiring Supervisor makes offer to selected candidate.**

- a. After the Vice President and President sign the Letter of Intent to Employ, the hiring supervisor then sends the **Letter of Offer, HPF15** offering the position to the successful candidate.
- b. If applicable, the President's Office submits the candidate's appointment to the Board of Supervisors for approval after the selected candidate accepts the appointment.

12.

**Chair notifies unsuccessful applicants.**

- a. After the successful candidate accepts the position, the search committee chair sends the **Rejection Letter, HPF17** to all unsuccessful applicants.
- b. The Office of Equal Opportunity is notified by Academic and Student Affairs to remove the job advertisement from the McNeese and HigherEdJobs.com website.