

**Recruitment Process**

Classified Staff and Craft Positions

Human Resource Services

Revised 2019

Recruitment Process: Classified Staff and Craft Positions

## Phase 1:

### Pre-Recruitment Information:

Hiring managers should ask:

* What kind of position is this?
  + Previously established as a staff, faculty, or professional by HRS Compensation
  + If staff, follow procedure below. If faculty or professional, see that specific procedure.
* Is this a new or vacant position?
  + If new, is the role description created?
  + If vacant, does the role description need to be revised or does it accurately reflect the job duties of this position?

### Recruitment Authorization for a Classified Staff/Crafts position

To request authorization to recruit and hire a position, complete the [**U-Approve**](https://winapps.umt.edu/winapps/adminfin/uapprove/Home) **Electronic Hiring Form.** This form includes the role description and will reviewed by the Compensation office.

Once the Recruitment Office receives the U-Approve form, work will begin on the vacancy announcement and posting on <https://umjobs.silkroad.com>. Recruitments received by end of the day on Monday for guaranteed posting on the Monday of the ***next week*** (5 working days lead time). Staff recruitment advertisements post to UM Jobs website at <https://umjobs.silkroad.com> on Monday.

### Recruitment Options for the hiring department

A department with a vacancy may hire a staff employee utilizing one of three recruitment options. Human Resource Services will assist departments in determining the most viable choice. Factors to be considered when determining which option to select include the job duties and responsibilities of the position, the availability of eligible applicants within a recruitment pool, and special recruitment needs.

#### Intra-Departmental

* + Only employees of the department/college/school may apply.
  + Posted on UM Jobs website at <https://umjobs.silkroad.com>, in the hiring department and/or distributed its employees.

#### Campus-Wide

* + Open to employees of the University of Montana-Missoula or satellite campuses.
  + Open for a minimum of seven calendar days.
  + Vacancy announcements are posted on the HRS job board and UM Jobs website at <https://umjobs.silkroad.com> and sent to the hiring department for distribution.

#### Open to the public

* + Anyone may apply.
  + Open for a minimum of seven calendar days.
  + Vacancy announcements are posted on the HRS job board and UM Jobs website at <https://umjobs.silkroad.com>, local agencies, and [SilkRoad partner job boards](http://www.umt.edu/hrs/Personnel%20Resources/Recruitment%20and%20Hiring/docs/SilkRoadPartnerJobBoards201705.pdf).

Closing Options:

*Hard-closing date*

The deadline for application submission is the Application Deadline by 11:59 pm on the day listed on the vacancy announcement.

*Open Until Filled*

Recruitments have a unique process. This type of recruitment has a “Priority Application Date” rather than a hard-closing date. In order to meet the initial screening deadline, interested applicants must submit their materials to the applicant tracking system by 11:59 pm of the priority application date. Materials received after the priority application date *may* be considered.   
  
If the hiring department cannot identify a successful candidate from the initial group, they have the option to screen the materials that were received after the priority date. RECRUITMENT continues to collect application materials until conditional job offer is made and accepted by the selected candidate.

**Advertising:**

RECRUITMENT will post the finalized vacancy announcement on the UM Jobs website at <https://umjobs.silkroad.com>, local job service, and [SilkRoad partner job boards](http://www.umt.edu/hrs/Personnel%20Resources/Recruitment%20and%20Hiring/docs/SilkRoadPartnerJobBoards201705.pdf).

**Special Advertising Requests**

This includes anything other than the sources listed above. The hiring department pays for additional and/or more detailed advertising in a publication of their choice. If interested, the hiring department should contact Recruitment Office. The hiring department provides ad copy, dates, and publication to RECRUITMENT for review prior to printing. RECRUITMENT can also offer suggestions at the department’s request. Popular advertising options include HigherEdJobs.com and the *Chronicle of Higher Education* online.

**Drafting the Vacancy Announcement (VA)**

The Vacancy Announcement is created by RECRUITMENT using the role description and with feedback from the hiring department. RECRUITMENT works with the hiring department to finalize the VA by Friday, and the recruitment opens on Monday.

**SilkRoad Recruiting (Applicant Tracking System [ATS])**

All application materials are collected and managed in SilkRoad Recruiting. The day after the priority application date or application deadline, you will receive an email with the user name and password to login to the system and view applications.

* Applications are not submitted directly to the department except in the case of some temporary positions.
* Applications received by mail, in-person, emailed, or faxed will not be accepted or considered. Assistance is available to candidates needing help with the online application process. Please contact the Recruitment office for assistance.

You will also receive an email from the Recruitment Office with instructions on how to review candidates and enter justifications for interview.

## Phase 2:

**Screening and interview selection by the Hiring Department**

The hiring department evaluates candidates based on the criteria listed on the vacancy announcement. Selection criteria **must** be applied uniformly to **all** candidates.

Selection Guidelines

* Use the Applicant Screening tool to evaluate each candidate’s ability to meet the *Minimum Qualifications*, *Required Knowledge, Skills, and Abilities*, and *Preferred Qualifications* for the position (as listed on the screening tool).
* Applicants**cannot** be eliminated based on *Preferred Qualifications* section in initial screening step
* Point systems/rankings are not allowed in the selection process
* Prepare reasons for selection and non-selection for interview for each candidate to be entered into SilkRoad Recruiting

**Email** Recruitment after justifications/selections are made.  Please include interview questions and a list of committee members in the email or attached to the email.

**Please note:** Recruitment may contact the hiring department for clarification of the material provided prior to finalizing review of the screening step.

***No applicant should be contacted or interviewed until Recruitment has completed the***

***review process.***

**EEO Approval**

*Human Resource’s role is to consult with the hiring department on their decision. The formal recruitment process is in place to protect the University and to insure a fair & equitable recruitment process. Recruitment* *may ask the hiring department to interview a protected applicant who meets the minimum requirements. This is in compliance with Equal Opportunity guidelines and will not interfere with selecting the best-qualified applicant for the position****.***

**Recruitment review complete – Recruitment will contact the hiring department and inform them that the review is complete and that they can now conduct the interviews.**

**Interviewing**

Hiring departments are asked to share a copy of the questions they plan to ask during the interview with Recruitment prior to conducting the sessions. Interviews must be consistent with regard to questions asked and information given to candidates. Interviews must be conducted in an accessible location.

Familiarize yourself and the committee with each candidate’s application materials. Applicants should be considered only on their qualifications and their ability to perform the job duties without regard to race, sex, marital status, physical disability, religion, national origin sexual orientation, or veteran status. Refer to Non-Discrimination Policy and Interview Guidelines of the Americans with Disabilities Act (ADA).

Interview Guidelines

* Start the interview with an overview of the department and expectations of the job.
* Inform each candidate of benefits associated with the job and required Union affiliation.
* Provide each candidate with a copy of the [Summary of Benefits](http://www.umt.edu/hrs/Personnel%20Resources/Benefits/default.php) document.
* Take interview notes for each candidate and refer to those notes when writing the reasons for final selection justifications.

Conducting Reference Checks

The hiring department must contact at least two references for each finalist. Recruitment cannot complete review of final selection documentation is received from at least two references. References are asked to describe the candidate’s ability to meet a number of job related qualities/abilities. The [**Reference Check Sample/Template**](http://www.umt.edu/hrs/formsdocs/ReferenceCheckNotes.doc) on the HRS [Recruitment webpage](http://www.umt.edu/hrs/recruitment.html#staffpositions) can be used or modified for reference checking.

**Final Selection Review by Recruitment**

The hiring department enters justifications into SilkRoad Recruiting indicating reasons for final selection and reasons for non-selection for all candidates interviewed. The hiring department then submits the following to Recruitment:

* Justifications in SilkRoad Recruiting
* Interview notes/responses and reference check notes for finalists

Recruitment will review all material. If Recruitment does not have any questions or concerns with the final selection, Recruitment will inform the hiring department that a conditional job offer (based on the outcome of a Criminal Background Investigation and in some cases, a pre-work physical screening) can be extended.

If/when the selected candidate accepts the position; the hiring department must complete hiring information in U-Approve.

Also after confirming the selected candidate’s acceptance of the position, the hiring department is responsible to contact all candidates interviewed of the outcome.

**On-boarding process for the new employee**

The hiring department is responsible to have the new employee complete all required new employee personnel paperwork on or before their first day of employment. New employees only complete the Personal Information form in DocuSign. New employees must complete all other paperwork on or before their first day of employment.

Additional paperwork is available on the [Hiring page](https://www.umt.edu/hrs/Personnel%20Resources/Recruitment%20and%20Hiring/Hiring/default.php) on the [Human Resource Services](https://www.umt.edu/hrs/default.php) website.

**Important Reminder:** Form I-9 **MUST** be completed no later than the employee’s first day of work and page 2 **MUST** be completed within three (3) business days. Failure to do so may result in delay of employment or termination.

* [I-9](https://www.uscis.gov/system/files_force/files/form/i-9.pdf?download=1) \*NOTE: Documentation of identification for the I-9 Form is required. The new employee must complete the I-9 at the main HRS office in Lommasson 252. Please contact HRS for remote employee I-9 instructions if employee is not working and located in Missoula, MT.
* Only employees hired through a recruitment complete their I-9 in HRS. Departments hiring temporary employees or adjuncts may continue to complete I-9 forms in the department.

HRS will email new employee and benefits (if applicable) information and will invite the new employee to the next scheduled orientation (if applicable). University policy requires all new employees to attend the Sexual Harassment/Equal Opportunity Employment Training offered during the session and hiring departments must ensure that their new employee(s) attend.