

# UNCLASSIFIED REGULAR PAYROLL – FULL SEARCH

## *Preparation and Submission*

Department decides to start a search and collects all relevant information.

Department submits job opening, which is routed through approval workflow.

## *Posting & Recruitment*

Job opening is posted online, advertised, and applications are accepted.

## *Application Evaluation*

Search committee reviews applications and identifies applicants as **Interview, Qualified, or Unqualified.**

## *Interview*

Dept Feedback User updates applicant statuses, enters pre-interview evaluations, and submits for permission to interview.

OIE approves interview request. Dept/search committee conducts interview(s).

## *Hire Request*

Final candidate is identified. Dept Feedback User updates interviewed candidates' statuses to either **Preliminary Offer Decided** or Reject.

Department Feedback User enters post-interview evaluations and creates and submits the hire request.

## *Offer*

Hire request is submitted and receives **all approvals.**

Dept is approved to offer position to candidate and calls candidate to verbally offer position.

Dept notifies HR of any updates needed to offer. Dept then updates applicant status to **Make Online Offer.**

## *Offer Acceptance*

Candidate receives email, logs into portal, accepts offer, and completes New Hire Form.

## *Final Notification*

Notify applicants not interviewed/hire that they were not the successful candidate.

## *Onboarding*

Onboarding tasks begin

Online background check begins

Data is fed to SmartHR and Payroll processes (Dept does not submit SmartHR Hire Template.)

## Search Process Outline

The Department of Human Resources (HR) and the Office of Institutional Equity (OIE) Search Compliance Unit monitors the search process for compliance with state and federal Affirmative Action and Equal Employment regulations, University/State policies and procedures, and collective bargaining agreements. The University's search process and workflow application (PageUp) ensures that HR and OIE have an opportunity to review the recruitment and evaluation activities of all search committees for permanent University positions, and to obtain all information necessary for our reporting obligations. This is important because it allows the University to demonstrate its good faith efforts to meet its affirmative action goals and to diversify our workforce.

### PREPARATION AND SUBMISSION IN PAGEUP

*Prepare Job Description, Advertisement Copy, and Organizational Chart showing vacant position.*

- *New Position:* The department and HR Specialist work together to create a job description for the position. Typically, the department will draft the job description based on their knowledge of the needs of the position and the HR Specialist will then review for any recommended edits and appropriate classification. An organizational chart reflecting the newly created position should be submitted to the HR Specialist for review.
- *Change to Existing Position:* The department provides the HR Specialist with the requested revisions to the existing job description and a revised organizational chart. The HR Specialist provides the department with or confirms the appropriate classification.
- *Refill Existing Position (in same manner in which it was vacated):* Job description does not need to be reviewed by HR Specialist prior to submission in PageUp.

*Submit Job Opening Request in PageUp*

Detailed instructions on how to submit a job opening in PageUp can be found on the [Create a New Job Quick Step Guide](#).

Upon submission, the Search Request enters approval workflow (e.g. unit head, Budget, executive level, HR).

### POSTING AND RECRUITMENT

*Posting of Job Opening:* Upon HR Specialist's approval in PageUp, the Advertising Coordinator will prepare and send the final advertising copy to the search initiator for the approval to post. Upon return of the approval form, the Advertising Coordinator will post the job opening to jobs.uconn.edu. The job opening is also automatically posted to Inside Higher Ed, Higher Education Research Consortium, and Diverse.

*Paid Advertising:* If paid advertising is requested via the Full Search – Recruitment Efforts section of the search request, the Advertising Coordinator will coordinate with the Advertising Agency to obtain quotes for paid advertising. The Ad Coordinator will send quotes to the search initiator and upon acceptance of these quotes, the Ad Coordinator will work with the Advertising Agency to post to external sites.

*Recruitment Efforts:* All recruitment efforts need to be documented within PageUp. This includes all phone calls and emails as well as print and on-line advertising such as journals, newspapers, listservs, associations, websites, etc. All professional networking and contacts can be summarized without detailed or confidential information by type of contact. For example, “52 e-mails sent to contacts in the field of higher education.” [Note: Once the search request is submitted, the department no longer has the system ability to add additional recruitments to the appropriate field. In this case, email [workforce@uconn.edu](mailto:workforce@uconn.edu) with the additional recruitment efforts and HR will add the data to the search request.]

### APPLICANT EVALUATION/PRIOR TO INTERVIEW

*Applicant Log:* All applicants that have applied or submitted materials (as noted with a New Status) must be reviewed and given dispositions within PageUp. Each applicant can be ranked “Unqualified,” “Qualified,” or “Interview.” There must be a qualification-based explanation for each applicant ranked as “Qualified” or “Unqualified” clearly explaining why he/she will not be offered an interview. Applicants given a disposition of “Interview,” whether the interview is planned to be in person or via any electronic communication medium, do not require an explanation at this stage.

Instructions on how to view applications and submit pre-interview evaluations in PageUp can be found in the [View Applications and Enter Pre-Interview Status/Evaluations Quick Step Guide](#).

### INTERVIEWS

Once the search committee receives OIE approval within PageUp, the committee may go through as many rounds of interviews as necessary to identify the selected candidate. It is important, however, to be consistent during the interview rounds. For example, if your first round of interviews is conducted via telephone or Skype, conduct all interviews via telephone or Skype regardless of the geography of any given candidate (yes, even if one of your candidates is in state or on campus). After the first round, if you move to on-campus interviews, interview every candidate on campus.

All members of the committee should participate in all interviews to ensure a fair and consistent evaluation of each applicant. Prior to conducting any interview, all search committee members should discuss the objective(s) of the interview, the main topics or areas to be covered during the interview, and the itinerary and arrangements for each candidate. The interview questions must be related to the job and essential to determining the candidate’s qualifications for the position.

## HIRE REQUEST

**Step 1: Post-Interview Evaluations:** Each interviewed applicant that is not selected for hire needs to be given a disposition within PageUp based on the qualifications, explaining why he/she will not be offered the position. The selected candidate also needs an explanation in PageUp demonstrating why he/she is the most qualified for the position.

**Note: Only the user listed in the Department Feedback User field on the search request should be entering the Post-Interview Evaluations.**

**Step 2: Create Hire Request:** Upon identification of the top candidate(s), and before offering the position to that candidate for non-faculty positions, the department submits the hire request along with a draft offer letter within PageUp. The “hire request” enters the approval workflow (e.g. unit head if appropriate, OIE, and HR).

Instructions on how to submit post-interview dispositions and create the hire request in PageUp can be found in the [Enter Post-Interview Status/Evaluations and Create Hire Request Quick Step Guide](#).

## OFFER

Upon approval from HR (via an automatic message from PageUp), the department makes the verbal offer to the candidate. The department and candidate agree on salary and start date and if there are any adjustments needed to the hire request, the department reaches out to [workforce@uconn.edu](mailto:workforce@uconn.edu) or their HR specialist to update the hire request and offer letter.

Once the offer letter and hire request are accurate, the department updates the candidate’s status to Make Online Offer.

Instructions on how to make the online offer can be found in the [Make Online Offer and Onboarding Quick Step Guide](#).

## CANDIDATE OFFER ACCEPTANCE AND NEW HIRE FORM

The candidate must electronically accept the offer and complete the New Hire Form. Upon those two steps, the data will integrate to the SmarHR templates that night (if done before 7pm EST).

A view of what the candidate sees can be found in the [Offer/New Hire Form – Candidate View](#).

## ONBOARDING

Online onboarding becomes available when the candidate accepted the offer. Departments can view, update, and add new tasks for New Hires.

Onboarding instructions can be found in the [Make Online Offer and Onboarding Quick Step Guide](#).

### **FINAL NOTIFICATION**

*Notify Applicants Not Interviewed or Hired:* It is recommended that departments send decline to hire or decline to interview letters to those applicants not selected.

Instructions on how to send bulk correspondence in PageUp can be found in the [Bulk Communicate with Applicants Quick Steps Guide](#).

### **CONSULTATION AND ASSISTANCE**

The Department of Human Resources and the Office of Institutional Equity are both available for consultation and assistance at all stages of the search regarding the above requirements.

The Search Compliance Team in OIE may be reached by email at [SearchCompliance@uconn.edu](mailto:SearchCompliance@uconn.edu).

Please visit the OIE [website](#) for more information.

To reach the Workforce Solutions Team in HR, please contact your HR Specialist:

- Jenny Cassells [jenny.cassells@uconn.edu](mailto:jenny.cassells@uconn.edu)
- Victoria Meacham [Victoria.meacham@uconn.edu](mailto:Victoria.meacham@uconn.edu)
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[HR Specialist Assignment List](#)