

ETSU Office of Human Resources

Checklist for Advertising, Certifying Applicant Pools, Interviewing, & Hiring

- ☐ 1. Confirm with your chain of command that you have the funding and permission to advertise a vacant position.
- ☐ 2. Review the current position's written job description and title. Make appropriate changes to the job description, including updating job duties, knowledge/abilities, and minimum qualifications.

If a support or administrative/professional position has undergone or must undergo significant changes to its essential duties and responsibilities, complete an updated Position Classification Questionnaire to properly document the new duties. Request a Pre-audit of the position to correctly classify the position before advertisement. [PPP-32, Compensation Plan \(http://www.etsu.edu/humanres/relations/PPP-32.aspx\)](http://www.etsu.edu/humanres/relations/PPP-32.aspx), provides the procedures and forms for requesting a pre-audit. (Note: departments must fund salary changes recommended through a pre-audit.)

If the position is a new grant/outside funded position, complete a Position Classification Questionnaire, and contact the Office of Human Resources to discuss the need to Pre-audit the position before advertisement.

See HR on-line training, *ETSU's Compensation Plan and Position Descriptions*, for additional information on developing appropriate and legal job descriptions, essential functions and minimum qualifications.

- ☐ 3. Review [PPP-35, Search Guidelines for Filling Faculty, Administrative, and Clerical/Support Vacancies \(http://www.etsu.edu/humanres/relations/PPP-35.aspx\)](http://www.etsu.edu/humanres/relations/PPP-35.aspx). The Search Guidelines provide detailed instructions on how to conduct a search.
- ☐ 4. Contact the Office of Equity and Diversity to request a Search Committee briefing by the Affirmative Action Officer, and/or to confirm your advertising strategy.
- ☐ 5. To advertise and hire you must have access to the university's electronic *eJobs* system. All campus departments have designated users of the system. If you need access to the system please contact the Office of Human Resources.

The *eJobs* Information webpage, <http://www.etsu.edu/humanres/hiring/ejobsinfo.aspx>, contains several user-friendly training and informational resources.

- ☐ 6. Enter the *eJobs* website and complete a Position Advertisement. The system will prompt you to enter the position's essential job information, and you're Recruitment Plan. The *eJobs* system will electronically route your Request to Human Resources through the appropriate signatory chain. Upon receipt, review and approval, Human Resources will post your position to eJobs system.

Human Resources will also post your advertisement to the higherjobs.com website at no cost, per your written request (as noted in your Recruitment Plan).

All requisitions for journal, newspaper and/or appropriate outside advertising websites, must be submitted separately through the ETSU purchasing system, eBucs. Human Resources is the final approval for advertisements submitted through *eBucs*, and will make any corrections to advertisements as appropriate before submission to vendors. Advertisements must be attached to *eBucs* as *Microsoft Word* documents (.doc/.docx) to facilitate editing by Human Resources.

- ☐ 7. *eJobs* is an applicant tracking system. All applicant data is stored electronically for review by the supervisor and/or search committee. After applicants have been reviewed, the supervisor/search chair must seek approval from the office of Equity and Diversity before interviewing may begin. Approval to interview is requested outside of the *eJobs* system. For the Divisions of Finance and Administration, University Advancement and Health Sciences, an email must be sent directly to the Affirmative Action Officer (equity@etsu.edu) asking for the pool to be reviewed and certified. For the Division of Academic Affairs, an email must be sent to the department Chair and Dean, before being sent to Affirmative Action.

See PPP-35 for details on pool certification, and an email example.

In *eJobs* move all applicants you wish to interview to *Recommend for Interview*, *Recommend Alternate for Interview* or *Recommend for Phone/Electronic Interview*.

- ☐ 8. Following approval of an applicant pool, interviews may be held. Information on conducting campus visits and interviews may be found in PPP-35. Interview questions and pre-employment testing must be in compliance with the Americans with Disabilities Act, and all applicable federal laws. Prior approval must be granted by Affirmative Action to conduct telephone or electronic interviews.

In *eJobs* move all applicants that have been interviewed to the *Interviewed* Status.

- ☐ 9. Hiring a candidate is done through the *eJobs* system. First, change the Applicant Status of all applicants in your pool. Use the *Recommend for Hire* status for the applicant you wish to recommend for hire. Moving an applicant to this status will give you the option to begin the Hire process. (At this point, you may want to consider contacting the applicant whom you would like to hire to confirm their interest in the position and discuss the salary. Although you cannot offer the position to the applicant, you can inform them that you are recommending them for the position, pending approval by the University President or his designee. If the candidate is no longer interested in the position, you should consider other applicants interviewed, or request certification of additional applicants.) Click Begin Request to Hire under the applicant you are recommending for hire.

- ☐ 10. You will be notified by the Office of Human Resources when your hire has final approval and an employment contract is ready for signature. You have the option of having the *eJobs* system electronically notify all applicants via email that the position has been filled. You may wish to personally contact those applicants you interviewed before a mass email is sent. Please contact Human Resources for this option.