

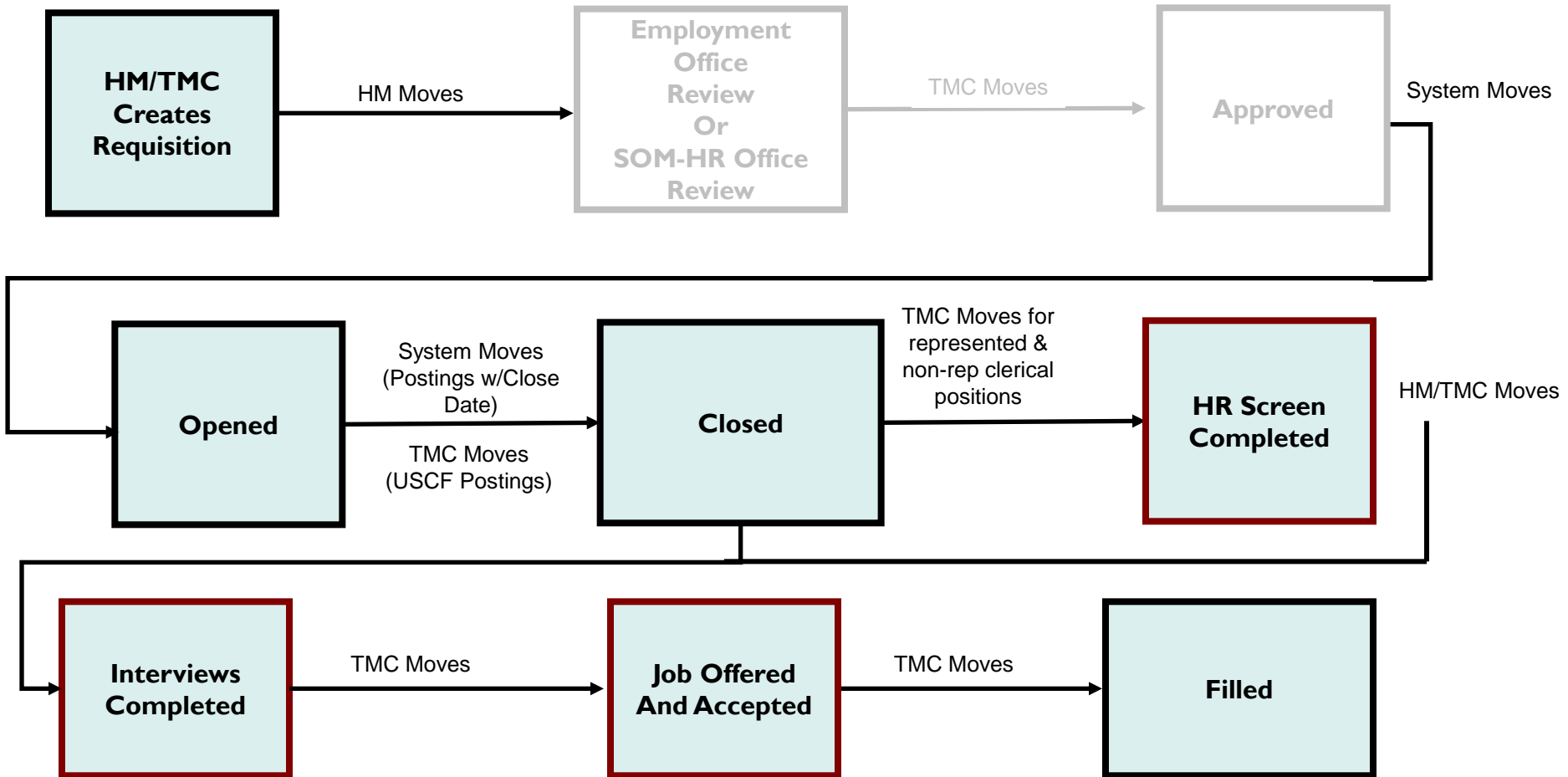
Non-Academic Recruitment

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Agenda

Managing Applications (Day Two)

- ▶ Guide for Screening
 - Non Represented & Represented Positions
- ▶ Guidelines for Selection
- ▶ Making Job Offers
- ▶ Post-Hire Details



Guide for Screening Positions

HR Screening

TMC will screen positions within 48 hours after the posting close date

- Represented Positions (AFSCME, P&A, Staff Association)
 - Testing Requirements, if applicable
 - Prepare Seniority Memo for bargaining unit members
- Non-represented clerical positions
 - Testing Requirements
- Non-represented professional & management positions do not require HR screening
- Step by step guidelines provided in OHS binder under screening represented positions

Guidelines for Selection

All Positions

- Evaluate applicants credentials against the position requirements to ensure that the finalist meets the position requirements & minimum qualifications

Staff Association

- Step by step guidelines provided in binder under guidelines for selection/ Staff Association Selection Tab

Professional & Administrative (P&A)

- Step by step guidelines provided in binder under guidelines for selection/P&A Selection Tab

AFSCME

- Step by step guidelines provided in binder under guidelines for selection/AFSCME Selection Tab



Making Job Offers

Non-represented Hiring Recommendations:

- Candidates Interviewed for the Position
- Recommended Finalist
- Starting Salary for Finalist
- Desired Start Date

Represented Hiring Recommendations

- Disqualification Memos for any Bargaining Unit Members Not Selected if applicable
- Candidates Interviewed for the Position
- Recommended Finalist
- Starting Salary for Finalist
- Desired Start Date

TMC must:

- Review the Hiring Recommendations & Disqualification Memos prior to proceeding with an offer.
- Proceed with following the steps as outlined in the Job Offers Process



Post-Hire Details

The post-hire details tab should be completed within 24 hours after a candidate has accepted an offer of employment.

Position Type	Responsibility for Ensuring Post-Hire Details is Completed
Academic Positions	Hiring Manager/Business Manager
Non-Academic Positions	Talent Management Coordinator
Research Positions	Business Manager

After the final candidate is cleared for hire, the status of remaining applicants can be changed in OHS. Please review **Steps for Changing an Applicant's Status** for further directions.



QUESTIONS?

