

DEPAUL UNIVERSITY



Staffing and Selection of Full-Time, Part-Time and Temporary Staff Positions

Category: Human Resources

Responsible Department: Talent Acquisition

Responsible Officer: Vice President for Human Resources

Effective Date: 5/03/2018

Policy Summary

The purpose of this policy is to establish uniform standards for University hiring of full-time, part-time and temporary staff positions.

Scope

This policy affects the following groups of the University:

- Hiring/Supervising Managers
- Full-Time Staff
- Part-Time Staff
- Budget Managers
- Temporary Staff

This policy affects all members of the above groups, as well as faculty members who hire full-time, part-time and temporary staff.

Policy

DePaul University provides equal employment opportunities to all employees and candidates for employment. As an Equal Opportunity Employer, DePaul does not discriminate or permit discrimination on the basis of race, color, ethnicity, religion, sex, gender, gender identity, sexual orientation, national origin, age, marital status, pregnancy, parental status, family relationship status, physical or mental disability, military status, genetic information or other status protected by local, state, or federal law. This equal employment policy and prohibition against discrimination applies to the entire University community.

Hiring managers are accountable for ensuring compliance with the University's Staffing and Selection policy and procedures.

Procedures

The Office of Human Resources (HR) ensures that candidates who apply for University positions receive consistent and equitable treatment throughout the search process. Talent Acquisition Consultants partner with hiring managers throughout the staffing and selection process by providing guidance and support. The following procedures outline the phases of the staffing and selection process. Also, included are steps for hiring managers to follow when partnering with Talent Acquisition Consultants in order to identify, source, and select qualified candidates for full-time and part-time positions.

1. Job Descriptions - for Full-time and Part-time University Positions:

It is the hiring manager's responsibility to draft and/or update the job description for an open and/or new position. The manager must identify key duties, responsibilities, organizational relationships, percentage of time for each responsibility, and the minimum qualifications required for the position.

The manager requests a position through the Position Request System. Each department or college may have a designated person for requesting positions. Typically, this person is the budget manager. The Human Resources Compensation team then reviews the position description, clarifies the position with the hiring manager, determines the appropriate salary grade and assigns Exempt or Non-exempt status based on Fair Labor Standards Act (FLSA) regulations. See User Guide for the Position Request System for more information: <https://offices.depaul.edu/human-resources/forms/Documents/PRS-Guide-06-08-16-FINAL.pdf>

2. Job Postings:

The Talent Acquisition Consultant submits the posting to the hiring manager for review with recommended preliminary position-based screening questions. Once approval is obtained from the hiring manager the career opportunity is posted with the associated preliminary screening questions to the applicable career portals.

All career opportunities must be posted for a minimum of five (5) business days through the internal and/or external portals except jobs that fall under the category of non-posted temporary hiring (review procedure section on non-posted temporary hires below or unless the University decides to grant a search waiver.

Managers seeking only qualified internal candidates can request to post the career opportunity to the internal career portal. If viable candidates do not apply through the internal portal then the career opportunity must be posted to the external portal.

Career opportunities posted to the career portals will remain posted until it is filled or the hiring manager decides there is a sufficient candidate pool. The position is filled when a final candidate has accepted an official offer of employment from the Talent Acquisition Consultant. Career

opportunities that remain inactive for 60 days, with no continuous proactive measures being taken to develop a viable candidate pool, evaluate resumes, and/or conduct interviews will be cancelled. The Talent Acquisition Consultant will have a consultation with the hiring manager prior to cancellation.

Non-Posted Temporary Hiring

If a hiring manager has an identified candidate for a temporary role, a waiver to the posting process must be included with the position request.

After the temporary position is approved via position request system, HR will request the following information in order to hire the temporary employee:

- Name, complete address, phone number and email address
- Position title
- Start and end date
- Hourly rate
- Date of birth
- Social security number
- Position number
- If position is grant or gift funded

Grant and Gift Funded Positions

- If the position is grant-funded, an approval must be obtained from the Office of Sponsored Programs and Research Services prior to the offer being extended.
- If the position is gift-funded, the authorized signature will be obtained from Financial Affairs prior to the offer being extended.

Staff Teaching Positions

- When a part-time instructor is needed to teach a class, the manager may assign any ***currently active*** and ***appropriately qualified*** employee within the department to that class. There is no need to create an ATS record or post the position. Further, there is no need for any Human Resources administrative support. The manager simply assigns the employee to the class, provides a teaching assignment letter, and sets up payment through the Online Payment System directly with Payroll.
- If the manager does not have an active employee in the department available to teach the class, the approved position opening must be established in the ATS and it must be posted and recruited in accordance with the Staffing and Selection policy.

3. Request for Search Waiver:

All career opportunities are posted except those that fall under the category of non-posted temporary hiring, or unless the University decides to grant a search waiver. Waivers to the recruitment search

procedures are only granted in very rare circumstances. Waivers require the approval of the Vice President for Human Resources or his/her designee.

Specific rationale for granting waivers of entire search process include:

- When an opportunity to hire a qualified candidate with extraordinary ability and/or national reputation presents itself
- When the President, Provost for Academic Affairs, or the Office of the EVP must fulfill a specific strategic university initiative
- When the funding, position, and employee is transferred from another granting agency within or outside of DePaul University
- When significant contributors to a grant proposal or the principal investigator are named to a position in a grant proposal
- When university internal/external search efforts have been exhausted and external search services need to be purchased
- When a part-time employee is performing the essential functions of the position and the position converts to a full-time staff position
- When a qualified employee is currently in a role that is re-evaluated and no new opening exists
- When an employee's position is eliminated through a department re-organization and the employee has demonstrated the qualifications and experience for a new position in the re-organized unit, or
- When an employee has been selected for a promotion within the same department based upon objective criteria such as performance, service or qualifications
- When a qualified candidate is identified to fill a temporary position

The waiver request is completed via the Position Request System and submitted to Human Resources for review and approval. Additional information may be required to complete the review process.

4. Sourcing and External Job Advertisements:

The Talent Acquisition Consultant is responsible for executing all electronic and print external advertising. Hiring managers must partner with their Talent Acquisition Consultant to develop external advertisements to ensure compliance with equal employment opportunity, affirmative action, and applicable federal and state regulations. All external advertising shall contain a statement that the university is an Equal Opportunity/Affirmative Action Employer.

Additional diversity and targeted sourcing methods to complement the HR career site are strongly encouraged to attract a diverse candidate pool. The hiring manager should partner with their designated Talent Acquisition Consultant to formulate comprehensive sourcing strategies for the successful recruitment of the vacancy. The Talent Acquisition Consultant will recommend on appropriate local and national diversity strategies as well as sourcing vehicles tapping into specialized web sites, professional trade journals, job boards, professional organizations/associations, universities and colleges, career fairs, newspaper advertisements, and third party sources. HR Talent Acquisition collaborates with the Office of Institutional Diversity and Equity to widen the scope of the diversity strategies to align with the University's strategic goals.

Advertising costs are the responsibility of the hiring department.

5. Internal Candidates:

All full-time and part-time employees are encouraged to apply for career opportunities. An employee must have worked at least six (6) months in the current position before becoming eligible to apply for another job. Exceptions require Employee Relations & Engagement approval and include:

- Current position is temporary and a permanent position becomes available
- Current position is eliminated or reorganized

An employee that is interested in applying for career opportunities must complete the on-line resume/application process. All qualified internal candidates are subject to the interview and selection process. A staff member's indication of interest in a career opportunity should not affect his/her current position.

DePaul employees who become final candidates for internal career opportunities should notify their current manager of their status in the selection process as soon as possible. Should the employee receive an offer of employment, the effective date must be negotiated between the hiring and releasing managers to ensure appropriate transitioning. A minimum of two weeks' notice is required when transferring departments.

6. External Temporary Agency and Search Firm:

Hiring managers should collaborate with the Talent Acquisition Consultant when a temporary employee (not pre-identified), contract-to-hire employee, direct hire employee, or executive search is required to fill a position. The Office of Human Resources - Talent Acquisition Department maintains a list of agencies/firms with established service agreements. The Talent Acquisition Consultant will partner with hiring managers and the Office of General Counsel and Procurement to establish new vendor service agreements.

The selected agency/search firm will recruit a diverse slate of candidates and will supply DePaul with a file of all applications to ensure compliance with University policy, and local and federal regulations.

7. Search:

A strategy or intake call is conducted between the hiring manager and Talent Acquisition Consultant at the beginning of the search, which outlines the owner and accountabilities associated with each phase of the search process, as well as various recruitment strategies to help ensure a successful search and selection outcome.

The search steps are:

- Resume Screening - The Talent Acquisition Consultant screens resumes based on the position criteria and minimum requirements, and submits qualified resumes to the hiring manager for further evaluation and selection. Qualified internal candidates will be prioritized when submitting resumes to hiring managers. The hiring manager will let the Talent Acquisition Consultant know which candidates should be rejected and why using provided rejection codes.
- Phone Screening Interviews - Phone screening interviews are highly effective and strongly encouraged to identify the most qualified candidates for on-site interviews. The hiring manager and Talent Acquisition Consultant develop the phone screen questions and agree to whom conducts the interviews. The questions are consistently used throughout the phone interview phase.
- On-Site Interviews - Qualified candidates are invited for on-site interviews by the Talent Acquisition Consultant or hiring manager. The hiring manager is responsible for communicating the names of the candidates who require scheduling and/or who have been scheduled for interviews to the Talent Acquisition Consultant.

8. Selection:

Hiring managers should use factual position-related data when making the final decision on which candidate to hire. Gathering, integrating, and evaluating interview information includes assessing each candidate's past work experience and evaluating him/her in the context of the position requirements. Final selection decisions must be communicated to the Talent Acquisition Consultant.

Hiring managers must complete an [Interview Feedback Form](#) on the candidates who received a phone and/or on-site interview. This documentation must be submitted to the designated Talent Acquisition Consultant before the candidate's start date. The form requests data and interview notes on each interviewed candidate and reasons for selection or non-selection decisions.

For more information about selection of candidates, please see attached link to *Interviewing and Hiring Guide at DePaul*. <https://wdat.is.depaul.edu/hr-training/ihonline/index.html>

9. Reference Checks and Education Verifications:

Reference checks and educational verifications are conducted for all final candidates in accordance with the [Reference Check and Education Verification](#) policy.

10. Criminal and Financial Background Checks:

Criminal Background Checks and/or Financial Background Checks are conducted in accordance with the [Criminal Background Checks](#) policy or/and the [Financial Background Checks](#).

11. Relocation Expenses:

See [Relocation Expenses](#) for policy information about university officers or employees in selected critical assignments who relocate at the request of DePaul University.

12. Employment of Relatives:

See [Employment of Relatives](#) for guidelines concerning the employment of relatives of current employees of DePaul University.

13. Offers of Employment and Start Dates:

Prior to extending any offers of employment, the hiring manager must confer with their designated Talent Acquisition Consultant to discuss the proposed salary offer and start date. The Talent Acquisition Consultant extends the verbal and written offer of employment to the selected candidate.

To facilitate a successful launch of the employee's new DePaul career, all full-time, part-time and temporary hires should commence employment on a scheduled new employee orientation date which typically occurs every other Monday.

New hires that commence employment on the alternate Monday should report to Human Resources to submit new hire documentation. These new hires are automatically scheduled for the next scheduled employee orientation date.

New staff who attend orientation are compensated for participating in the University on-boarding program. The paid time is the responsibility of the hiring department.

14. Notification to Non-Selected Candidates:

Hiring managers must coordinate communication to the candidates with the Talent Acquisition Consultant. Talent Acquisition Consultant will verbally notify all candidates who received an on-site interview. Hiring managers may verbally notify non-selected candidates who received a phone and/or on-site interview. In addition, the Talent Acquisition Consultant will notify all other candidates and/or non-selected candidates in writing after the offer has been accepted and finalized.

Divisional Collaborations

Office of Institutional Diversity and Equity
Office of General Counsel

Contact Information

Office of Human Resources

Mailing Address:

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Appendices

None.

History/Revisions

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