Summary of Guidelines for Employment of all Staff & Faculty
Responsibilities of Hiring Manager [typically a Department Chair, Dean, Director or VP]

To request the creation of a new position or to request filling an existing position:

1. Perform a position analysis. Update the job description and determine appropriate title and job classification with the assistance of the Manager Human Resources Operations.

2. Complete a Request to Fill form in Interview Exchange
   a. Click on Requisitions
   b. Click on Add New Requisition
   c. From the dropdown menu select Request to Fill a position
   d. Click Next
   e. Complete all required fields
   f. Click Save Changes
   g. Select the appropriate approvers

3. You will receive an e-mail from Interview Exchange when the Request to Fill has either been denied or approved at all levels.

4. When the Request to Fill form has been approved, the Personnel Assistant of Human Resources will e-mail you the Interview Exchange Information Request.

5. Send your completed Interview Exchange Information Request back to the Personnel Assistant of Human Resources.

6. Be sure to advertise or network your open position to a diverse applicant pool that includes underrepresented groups such as minorities, veterans and individuals with disabilities etc. This goes beyond placing an advertisement in the County Shopper and Chronicle of Higher Education. Please work with the Personnel Assistant of Human Resources to determine best advertising methods and time period for applications.

7. Once the Personnel Assistant of Human Resources has approved the Interview Exchange Information Request s/he will send this completed sheet to the Administrative Aid of Human Resources.

8. The Administrative Aid of Human Resources will use the approved Interview Exchange Information Request to post the job onto Delhi’s Employment Opportunities webpage and implement all approved advertising needs. HR may also request committee or department member credentials for professional societies, journals or other trade organizations in order to place job advertisement for free or at a discounted rate.
The Search Process:

A. Select a search committee and chair (3 to 6 members are recommend). Some hiring managers prefer to allow the search committee to elect a chair. Either approach is fine, however the expectations of the committee chair as well as committee members must be clearly articulated by the hiring manager. Considerations for selecting search committee members:
   1. select members of diverse backgrounds
   2. include at least one member from a department outside of the hiring department
   3. members should share different perspectives, expertise in the field, and a demonstrated commitment to diversity

B. Schedule a “Charge Meeting.” A representative from Human Resources, Assistant Provost (for academic searches only), hiring manager, and all committee members must be present at this meeting. The hiring manager and the search committee will agree upon:
   1. the general search format
   2. the applicant rating method/matrix
   3. the manner in which final candidates are presented to the hiring manager) see Search Committee Recommendation for details)
   4. and initiate the search timeline

C. The search process will commence and the committee, under the leadership of the chair, will facilitate vetting and narrowing the pool of candidates. It is wise for the hiring manager to remain engaged with the process and offer guidance as needed. It is also recommended that the hiring manager and committee chair are in contact with one another throughout the search process to ensure that the procedures are being followed accordingly and in a timely fashion; it is not recommended that the chair discuss individual applicants with the hiring manager at this point.

D. Special note about internal candidates: The committee must treat internal and external candidates the same to avoid even the appearance of discrimination, favoritism or unfairness. Reference checking is required for screening of external candidates and should be for screening of internal candidates. It is wise to check on the current performance of internal candidates. The committee must take great care not to engage in a false search, that is, a search with a predetermined outcome. Such a search is both unethical and violates federal laws.

E. Hiring manager will arrange a post-deliberation meeting with search committee to review candidates and the process as necessary.

F. Committee chair will initiate the Search Process Report via Interview Exchange.

G. Hiring manager should review the Search Committee Recommendation via the Search Process Report. Hiring manager may conduct further reference checks if necessary and request from candidate letters of recommendation. These letters must be provided by two professional references who are not on the candidate’s reference list.

H. Hiring manager to make position and salary offer to the candidate of their choosing, pending criminal background investigation clearance.

I. Hiring manager should then update the Outcome section of the Search Process Report and Save Changes.
J. Should the offer be declined, hiring manager should clone the Search Process Report (use Clone button on the requisition) indicating that the candidate has declined the offer and note the reason why the candidate declined the position in the Add a Note/Ask questions field. Hiring Manager communicates to the candidate who declines that they will only receive half of the travel reimbursement. If the search fails or the position is cancelled, this must also be marked towards the bottom of the Search Process Report.

a) Once a candidate has accepted the position, the search has failed or the position has been canceled, open the cloned copy of the Search Process Report and update with all Required information.

   1. Click Requisition
   2. Using keywords or other fields, Search for your requisition
   3. Click on the [name] of the requisition
   4. Close the requisition, this button located at the top right of the screen

L. Upon acceptance of the employment offer:
   1. For external hires, hiring manager will submit Initial Appointment Form via Interview Exchange.
      a) Click on Requisitions
      b) Click on Add New Requisition
      c) From the dropdown menu select Initial Faculty/Professional/Class Appointment
      d) Click Next
      e) Complete all required fields
      f) Note that HR will complete item #5
      g) Click Save Changes

For all positions, the approver list is as follows:

i. Manager of HR Operations (this initiates the criminal background check)
ii. Supervisor (if applicable)
iii. VP/Provost
iv. VP for Business and Finance
v. Assistant to the President
vi. Creator of Appointment Letter (leave blank)
vii. Human Resources
2. For *internal hires*, hiring manager will submit a **Change of Status Form** via Interview Exchange.

M. Hiring manager will receive an email from Interview Exchange indicating that all approvers have approved the hire and the criminal background check is clear. If the criminal background results are poor, the administration will make final determination regarding employment eligibility.

N. Hiring manager or search committee chair will then contact candidates that were invited to campus but not selected to notify them of their status. The Search Committee will notify the Human Resources Office of the semi-finalists and who accepted the position to send out letters of regret.

O. Appointment letter will be created by Human Resources, Student Life, or Provost's Office.

P. Manager of Human Resources Operations will create the 800# and distribute to hiring manager and appropriate secretary by email.

Q. Division secretary will complete a **New User Account Request Form** through CIS (Found at [http://www.delhi.edu/cis/account_forms.php](http://www.delhi.edu/cis/account_forms.php)). CIS will then create the username and password for the new hire and distribute to the originator of the request. Username and password will be provided to new hire by CIS staff and should not be given out by the division.

R. Human Resources will begin the on-boarding process which includes employment paperwork, benefits processing, and payroll entries. Mentor assignments will be provided within their first month of employment.

S. Human Resources will invite new hire to campus to conduct a one-on-one new employee orientation. If available, keys, laptops, and staff identification cards can be obtained for campus-based employees. For online and offsite new hires, these meetings will be conducted by phone and materials will be shipped.

T. New hire is required to attend New Employee Orientation (NEO) the Monday prior to the start of classes (fall semester only), other NEOs may be scheduled for Spring semester hires and on an as needed basis. NEO is a full-day event that introduces new hires to the SUNY Delhi community and includes presentations by key leaders and colleagues from across campus and a mandatory compliance training. If new hires have not yet received keys, laptops, and identification cards, they will be available for pickup following NEO.

U. New hires are invited to attend the President's Opening Forum on Tuesday morning prior to the start of classes. This is an opportunity to hear about past successes and plans for the forthcoming academic year.

V. Division and/or department meetings will be scheduled the week prior to the start of classes. New hires should speak with their immediate supervisor (Dean or Department Chair) regarding the meeting schedule.