

WVU Search Guidelines

Non-Classified, FE/AP, Classified, and Temporary Positions

Purpose

This guide is designed for supervisors and hiring departments to understand the processes on how to fill Temporary, Classified, Non-Classified and FE/AP (Faculty Equivalent/Academic Professional) positions. Talent Strategy in the Division of Human Resources developed recruitment steps to ensure supervisors can locate important hiring information in one location. Talent Strategy looks forward to partnering with you to help recruit and hire the right candidate for your vacant position.

Recruitment Steps

- [Creating a requisition and advertising plan](#)
- [Preparing for the Selection Process](#)
- [The Interview Process](#)
- [Extending the offer](#)
- [Position Filled – Final Steps](#)

Creating a Requisition and Advertising Plan

Step 1.

Talk to your direct supervisor about the position you would like to fill, and obtain verbal approval to move forward.

Step 2.

Develop a job description and create a requisition in WVUHire (WVU's applicant tracking system – can be accessed at wvu.taleo.net or through MyAccess under HR Tab).

Whether you are creating a job description for a Classified, Non-Classified, Temporary or FE/AP position, it is important to ensure the job description accurately reflects the duties and responsibilities, as well as the education and experience, required for the position. If you need assistance with writing a job description, please contact your HR Recruiter to assist with this process. You can find out who your recruiter is by clicking this link: [Recruiter Client Area](#). If the position is a posting of a vacant position, a copy of the job description can typically be found with your Expert Business Office (EBO).

Once you create the requisition in WVUHire, the position will be routed for approval electronically to the supervisor, next level supervisor and then to Classification and Compensation.

For more information on how to create a requisition, please click [here for a video tutorial](#) or [here for a pdf document](#).

Please note, review of positions are not submitted through WVU Hire. For additional forms, such as interim appointments, secondary assignment forms/guidelines, change of supervisor form, etc., please visit: classcomp.hr.wvu.edu/forms

Step 3.

Pay and position category is assigned by the Classification and Compensation Analyst.

Once the requisition is complete and approved from the C&C Analyst, the HR Recruiter will contact the hiring manager to discuss any changes (if necessary).

To learn definitions of types of Employees/Exemption Statuses, please visit:

<http://classcomp.hr.wvu.edu/r/download/52625>

Step 4.

Posting the position & advertising

The HR Recruiter will be in contact with the hiring manager to discuss the advertisement. The HR Recruiter will assist with drafting the advertisement.

Classified The HR Recruiter will draft an advertisement to post. Most classified positions do not require additional advertising outside of the WVU jobs page. WVUHire will notify the supervisor, next level supervisor, and EBO when the position is officially posted. A classified position remains posted for a minimum of ten (10) calendar days.

Non-Classified and FE/AP The HR Recruiter will be in contact with the hiring manager to begin drafting an advertisement and discussing a marketing plan. The HR Recruiter will consult with the hiring manager about effective placement of external advertisements along with associated costs. It is extremely important to advertise the position to attract a broad and diverse applicant pool. This will not only help attract more talented, qualified applicants, but will also support WVU's commitment to recruit women, minorities, persons with disabilities, and Veterans. Non-Classified or FE/AP positions must remain posted for a minimum of ten (10) calendar days; however, these positions may remain posted longer, if needed. A first consideration date can be added to the posting, so that the position will remain open until needed but will provide the flexibility to start the interview process sooner.

Temporary If you are requesting a current or former WVU Student Worker, Graduate Assistant or Mountaineer Temp Associate that has been employed by WVU within the past 3 months, the posting period can be waived. If you are not requesting a candidate that meets this criteria, all temporary positions must remain posted for a minimum of three (3) calendar days.

Please note: All positions are posted with WorkforceWV by the recruiter.

Advertising Sources

Using WVUHire, HR Recruiters will post positions to the websites listed below, these sources are at no cost to the hiring department:

[Sites posted to by HR Recruiters](#)

All positions must be posted to the WVU job board and Workforce WV, unless a waiver of posting has been approved. If hiring managers would like to post positions to niche sites or use other industry-specific sources, the HR Recruiter can assist with that, as well. Below is a list of other recruitment outlets:

[Recruitment Outlets](#)

Preparing for the Selection Process

Step 1. How candidates apply

All applicants will apply for positions through WVUHire.

Step 2. Preparing Interview Questions

Preparing interview questions in advance is essential and will provide consistency when assessing candidates' application materials. Creating motivation-based interview questions will assist in evaluating candidates' knowledge, skills, and abilities to perform the duties and responsibilities of the position, in addition to their attitude and passion for the work. It is encouraged to discuss interviewing questions with your HR Recruiter to ensure all questions are appropriate and job related. Your HR Recruiter can assist with drafting or developing questions to help prepare for the interviews. Any questions relating to an applicant's personal life, disability, visa status, or protected class status is prohibited.

- [Sample Interview Questions](#)
- [What not to ask in an interview](#)

Telephone, Skype and/or in-person interviews can provide valuable information about an applicant's knowledge, skills, abilities, attitude, and passion. It is critical to have more than one person involved in the interview process. Your HR Recruiter can participate in the interviews, by either asking questions or simply observing. Additionally, your HR Recruiter can provide initial pre-screening services before candidates are selected for an interview. Pre-screening can consist of the following topics, but is not limited to:

- Verifying/discussing applicants' qualifications
- Asking specific job-related questions
- Asking motivation-based interview questions
- Discussing salary expectations
- Discussing relocation
- Providing information about Morgantown and WVU
- Discussing employee benefits

Testing

In some circumstances, testing can be beneficial when making a hiring decision. However, if you are considering testing applicants during the interview, you must receive approval from the Division of Diversity, Equity and Inclusion before doing so. Your HR Recruiter will guide you through the necessary steps. Testing can consist of, but is not limited to:

- Computer aptitude testing
- Delivering presentations
- Submission of Portfolios
- Typing test to determine “words per minute”
- Writing a memo to determine proper grammar and proficiency

Step 3. Forming a Search Committee

Not all positions require the use of a search committee. Your HR Recruiter can help you determine if a committee is necessary for the specific position being filled and, if so, assist with identifying members for the search committee. The committee should include members who have legitimate and direct interests in the selection process. While selecting a search committee, a hiring manager should consider members of a diverse background who have knowledge of the position or area, knowledge of WVU and surrounding communities, strong interpersonal skills, recruitment skills, and a genuine interest in the position. The charge of the search committee should be very clear from the onset of the search to eliminate confusion.

Step 4. Assessment

The purpose of a conducting a candidate assessment is to determine which applicants meet the minimum qualifications for the position. Assessment tools can be used during this process to gather information about the candidates' qualifications. You may contact your HR Recruiter for assistance in creating an assessment tool.

Classified Positions: For all non-exempt, classified positions, internal non-exempt candidates applying for lateral or promotion opportunities will receive first consideration over internal exempt employees and external candidates. This does not apply to exempt, classified positions. Your HR Recruiter will assess the applicants and share those who meet the minimum requirements of the position, keeping the above-mentioned information in mind.

Non-classified and FE/AP Positions: All application materials for each applicant will be shared with the supervisor and any appointed committee members via WVUHire. Your HR Recruiter can provide assessment services and share only the applicants who meet the minimum qualifications of the position.

Temporary Positions: Qualified applicants for all temporary assignments will be shared through WVUHire.

The Interview Process

Step 1. The Interview

The interview provides an opportunity to gain a better understanding of a candidate's knowledge, skills, abilities, attitude, and passion. As a hiring manager or part of a search committee, it is important to understand your role and responsibilities as an interviewer. These responsibilities include:

- To interview and select employees strictly on the basis of job-related qualifications
- To ask the same consistent, non-discriminatory set of questions to each candidate
- To project a professional and positive image of WVU for prospective employees

Step 2. Documenting & Record Keeping

Your HR Recruiter will keep detailed records of the search. It is your responsibility as a hiring manager to also keep documentation on searches such as interviewing questions and answers, references. For any questions regarding record keeping requirements, please contact your HR Recruiter. Job search records should be maintained for five years.

Step 3. Evaluating Candidates

Developing a chart or matrix to evaluate candidates can be useful during the interviewing process. Criteria such as education, experience, soft skills, technical skills, knowledge, motivation, etc., can be included on the matrix and properly evaluated once an interview is complete. It is important to determine criteria prior to the interviews, and ensure they relate directly to the position. This approach can assist the hiring committee with evaluating candidates fairly and consistently, which will lead to making the final selection defensible and easier to determine.

Step 4. References

Conducting references can minimize risk when hiring a new employee, however, it should be used as only one of the tools to determine if a candidate should receive an offer. Carefully consider the information you receive through a reference, and call your HR Recruiter if you have any questions.

We recommended contacting current and previous supervisors directly, rather than only contacting the references provided by the candidate. It is very important to obtain approval from the candidates prior to contacting their current supervisors for references.

References should only be conducted on finalists or the top candidate. Please be advised that many companies can only verify dates of employment and position titles

per their company policies. Current or previous supervisors may feel more comfortable confirming information rather than answering general questions about performance. A standard reference form is available for Classified searches. If you need assistance with developing reference questions for Non-Classified or FE/AP searches, please contact your HR Recruiter. For temporary searches, your HR Recruiter will conduct all candidate references.

If you are unable to obtain references, contact your HR Recruiter to discuss next steps. It is not always a negative sign if sufficient references are unable to be obtained, so it is important to discuss this with your HR Recruiter before excluding a candidate from consideration.

[WVU Reference Guidelines](#) – guidelines for checking references for all positions.

[WVU Reference Form](#) – this can be used for all classified and temporary positions.

Extending the Offer

Step 1. Salary approval

The hiring manager will need to discuss the salary offer with the HR Recruiter before an offer is made.

Step 2. Review Search

The HR Recruiter will review information in WVUHire to determine if all necessary information is contained within the system. Once the recruiter has appropriately reviewed the search, the hiring manager will be permitted to extend a contingent offer. If the hiring manager prefers, the HR Recruiter can make the contingent offer.

Step 3. Contingent Offer & Background Check Process

Once the contingent offer is made and accepted by the candidate, the HR Recruiter can initiate the background check, if one is necessary. The HR Recruiter will contact the candidate to explain the background check instructions. TalentWise is the third party vendor we use to conduct background checks. Standard criminal background checks, DMV checks, and education verification checks are most common; however, your HR Recruiter can assist with social media checks or other verifications that may be necessary per the level of the position being filled.

Step 4. Offer Letter

Template offer letters for temporary, classified, non-classified, and FE/AP employment are available in WVUHire. The letters have been approved by WVU Legal Affairs. In the event a hiring manager feels it is necessary to insert, remove or revise language in an offer letter, the HR Recruiter should be contacted to discuss the proposed edits prior to finalizing any changes. Your HR Recruiter can assist with sending additional language to legal counsel, if necessary.

Step 5. Final Offer

Once all necessary checks have been completed, the hiring manager or HR Recruiter may extend the final offer to the candidate and determine a start date. Your HR Recruiter will also discuss processing for payroll, signing the offer letter, and how to register for a benefits.

Position filled – Final Steps

Step 1. Onboarding Information

The HR Recruiter will submit all necessary information through WVUHire in order to have the new employee on-boarded in a timely manner. The departments notified include the hiring manager, next level supervisor, Employee Processing Services, the Expert Business Office, Training and Development, and Transportation and Parking. Once the new employee processes for payroll, all necessary information will be keyed into the University system and notifications will be released. A username and e-mail address will be generated and sent to the hiring manager.

Step 2. Search Documentation

All appropriate search documentation will be housed in WVUHire. The hiring department should keep interview notes and any other search related documentation for five years. It is not necessary to keep a copy of all application materials, as this is kept in the system.

Step 3. Rejection E-mails

Rejection e-mails are generated and sent from WVUHire once the final offer is accepted. If the hiring manager would like to contact non-selected candidates or finalists personally, the HR Recruiter should be informed so candidates do not receive a rejection notification prior to the conversation.