HR Recruitment Q&A

Revised Recruitment Packet[1]

Questions-

Reference Sheet- Question is this sheet only completed for classified positions? Is it correct that this form is not completed for tenure-track, adjunct and term positions because those positions require three letters for recommendation?

All staff are required by DHRM policy Hiring 2.10 page 11 to have at least two reference checks on file. Teaching staff may use their three letters of recommendation to satisfy this requirement.

Interview Notes- Upon completion of interviews, does the committee immediately return all interview notes to HR, keeping only the interview notes for the candidate they have selected for hire so that it can be included in the "recruitment/hiring packet"?

[1] https://acrobat.adobe.com/id/urn:aaid:sc:us:26a82848-8645-4fcb-b9c1-feb5f496443c

DHRM policy Hiring 2.10 page 11- Return all interview notes to HR except for the notes pertaining to the selected candidate. These should be submitted along with the HR1 Form.

General Questions

Holding Documents- There is a general question about when documents for interviewed candidates not selected should be returned to HR. Should these documents be held by the committee until the selected candidate has accepted the position. Some committees hold the documents so that if the 1st candidate does not accept the position, they can assemble a packet for the alternate candidate.

DHRM policy Hiring 2.10 page 17- It is acceptable to retain the interview packets for both the selected candidate and the alternate candidate. All other interview materials should be returned to HR prior to an HR1 being submitted. Once the offer letter is accepted all Interview Packets/Materials must be returned to HR.

Candidate Communication- Often, after the committee has made a recommendation for hire and submitted all required paperwork, they are contacted by candidates inquiring about the status of their application (will they be offered the job). How should the committee or Chair respond to these inquiries?

DHRM policy Hiring 2.10 page 14- Please inform candidates that once a hiring decision has been made, the Human Resources Office will contact them directly with the outcome.

MOAT Training- Are new faculty advised by HR for MOAT training, parking passes and faculty ID's during orientation or is this the responsibility of the department Chair/ administrative assistant?

Supervisor submits the form to HR and HR submits it to OIT. MOAT Training is provided by OIT (Office of Information Technology).

ID/Parking Pass

Instructions for obtaining an ID and parking pass will be given during new hire orientation.