



## **HR Recruitment Q&A**

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*Revised Recruitment Packet<sup>1</sup>*

### **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”?***

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<sup>1</sup><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.***

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*Managers and Supervisors,  
Are You Completing an HR-1 Form and  
Clearance Form When Your Employee Leaves the University?*

As faculty and staff end their university employment, department managers and/or supervisors are required to notify certain campus departments of the employee's departure.

Additionally, to ensure that NSU is following Commonwealth of Virginia State Policy, it is important that the separation and clearance process be completed for the following employees:

- Contract Employees (Teaching and Research, Term and Administrative and Professional Faculty).
- Classified Employees – salaried employees.
- Adjunct Teaching Faculty – paid by rank and number of courses being taught (part-time).
- Wage - employees paid by the hour
- Hourly Students - students hired as NSU employees. *Before a clearance form is submitted for this class of employees, please verify that they are no longer taking courses. Skipping this step could cause both the employee access and student record to close. Contact HR for assistance.*

**EXCLUDES: Work-study students and those paid by stipend as specified in the respective grant.**

When an employee is separating from employment with the university, the employee's manager and/or supervisor must:

1. Submit the electronic university clearance form **within 24 hours** of notification of separation. (<https://webapps.nsu.edu/hrclearance/>)
  - a. You will need the employees Colleague ID#
2. Complete an HR-1 form which indicates "separation" and attach the original resignation letter or other supporting documentation.
3. When the clearance form has been initiated by the supervisor an email notification is deployed to following departments:

a. Accounts Payable	f. Parking Services
b. Budget	g. Payroll
c. General Accounts	h. Procurement
d. Human Resources	i. Student Accounts
e. Information Technology	j. University Library

Supervisors should advise employee's that they must turn in all library books, Audio/Visual Equipment, travel advances and pay cashiers for any lost keys, property, etc. (Please retain any receipts as proof).

4. Ensure the return of departmental equipment (keys, technical equipment.)
5. Advise the employee of their responsibility to return IT borrowed equipment (e.g., laptop, cell phone) directly to the Office of Information Technology Services.
6. Submit all outstanding leave forms to Human Resources.

***Failure to complete the separation and clearance process in a timely manner can result in employee overpayments and non-compliance of maintaining internal controls over systems.***

*Should you have any questions regarding this process, please contact Human Resources at 757-823-8160.*