

**ADMINISTRATIVE STAFF RECRUITMENT
AND
SELECTION PROCESS CHECKLIST FOR HIRING DEPARTMENTS**

This information is provided to give a brief overview of the [Office of Human Resources \(HR\)](#) and the [Office of Equity & Diversity](#) recruitment and selection process for Administrative staff employees. The forms/documents mentioned in this checklist will be provided to the Hiring Department when the initial packet of bidding documents is forwarded. These forms/documents can be accessed and printed from the HR web site. They are also available by contacting the Office of Human Resources and they may be electronically transferred through e-mail as an attachment.

Preparation

1. ___ **JAQ on file with Human Resources**
A new [Job Analysis Questionnaire \(JAQ\)](#) with established pay grade must be on file in HR for all new or replacement positions before the recruitment/hiring process can begin. If a JAQ is not on file with HR, please contact the department for assistance with this process.
2. ___ **Position Vacancy Announcement (PVA) & Ad Copy created by HR**
When the Job Analysis Questionnaire (JAQ) has been finalized/approved, and funding secured, HR compensation will forward the JAQ to HR employment staff to prepare a Job Opening Number, Position Vacancy Announcement (PVA) and advertisement (Ad) copy. These documents will then be forwarded to the Hiring Department for review.
3. ___ **Position Authorization (PA) completed by Hiring Department**
After the PVA and Ad copy are finalized, HR and the Hiring Department will discuss the advertising strategy and recruitment sources. HR will contact ad agency to obtain a quote for requested publications. HR will forward quote to Hiring Department. All costs for advertising will be incurred by the Hiring Department. Next, the Hiring Department will complete a [Position Authorization](#) for Classified and Administrative Staff form (PA).
4. ___ **PA, PVA & Ad Copy forwarded to Office of Equity and Diversity (OED)**
The Hiring Department will complete and route the PA, PVA, and Ad copy for signatures from the Initiator to the Provost/Vice President. Once administrative approval has been received, Hiring Department/Provost/Vice President forwards all documents to OED. OED will review the Ad copy and recruitment sources for approval. HR must receive the approved PA from OED by noon on Wednesday to move forward with recruiting for the following Monday.
5. ___ **Hiring Department's budget checked for funds available**
Once HR receives approved PA from OED, HR or Hiring Department's FMS Requester will enter Ad quote into FMS system to create a requisition/purchase order number and complete a budget check. If the budget check fails, HR will contact Hiring Department FMS Requestor to advise them of the failed budget check. Funds must be available and requisition approved by FMS Requestor/Administrator by 10:00 am on Thursday in order for recruitment to begin the following Monday.

This step is skipped if "**Pay with Peard**" is marked on Position Authorization

Posting

6. ___ **Human Resources posts position/Hiring Department lists on web sites/listprocs**
When the above conditions are met, recruitment will begin with the simultaneous posting in selected print publications, listprocs and no later than Monday at 9:00 on the BGSU web site for external bidding of the position.

Screening

7. ___ **Hiring Department completes on-line Search Committee Training**
The Search Committee must complete the OED required "Search Committee Training" online which can be found at the following website: <http://www.bgsu.edu/offices/oed/search-committee/index.html>. The committee should also be familiar with restrictions on hiring family members. Further information may be found at the following website: <http://www.bgsu.edu/downloads/execvp/file26496.pdf>
8. ___ **Credentials forwarded to Hiring Department after deadline/review date**
HR will forward the MyFiles link with all credentials to the Search Committee. The Search Committee reviews all credentials that are postmarked on or before the deadline date regardless of when they were received by HR.
9. ___ **[Committee Ranking Sheet](#) may be completed by Search Committee**
10. ___ **Request to Interview Form completed & forwarded to OED**
Upon completion of the review process, the Search Committee chair prepares an [Applicant Data/Request to Interview form](#) and strengths/weakness memorandum recommending certain candidates for an on-campus interview.

Once the Hiring Department has reviewed and approved the recommendations for interviews, the Applicant Data/Request to Interview, strength/weakness memorandum along with credentials of those applicants on the Request to Interview form will be forwarded to OED for review and approval.
11. ___ **Hiring Department schedules Interviews**
After approving candidates for interviews, OED will return the credentials to the Search Committee chair. Interviews are scheduled and conducted by the Search Committee. OED will fax a copy of the approved form to HR.

12. ___ DMA forms completed by all external candidates interviewed
The Search Committee Chair is responsible for gathering completed [DMA forms](#) from all external applicants interviewed on campus. Completed DMA forms will be forwarded to HR before the Appointment Activity Record can be created.

As required by state law (ORC 2909.34) each candidate selected for an on campus interview is required to complete a "Declaration Regarding Material Assistance/ Nonassistance to a Terrorist Organization" (DMA) form, as required by the Department of Homeland Security. You may find this form as well as more information from the following web site: <http://www.Homelandsecurity.ohio.gov/dma.asp> as well as on the OHR web site at www.bgsu.edu/offices/ohr/employment/ or by contacting HR.
13. ___ Rationale Memo of interviewed applicants created
The Search Committee forwards a rationale memorandum to the Hiring Department listing the strengths and weaknesses of the interviewed candidates.
14. ___ Official Transcripts requested of selected candidate
The Search Committee chair, after consultation with the Hiring Department, makes a selection and requests official transcripts from the selected candidate(s) to confirm the minimum degree requirements have been met. Copies are acceptable to verify degree so offer can be extended. However, official transcripts will be required for employee's file and should be forwarded to HR as soon as possible.
15. ___ Transcripts and DMA forms forwarded to HR
The Search Committee chair contacts HR to verify that transcripts of selected candidate and DMA forms for each candidate interviewed are complete and on file with HR.
16. ___ Appointment Activity Record (AAR) is created by HR and forwarded to Hiring Department
HR will create the Appointment Activity Record (AAR) with proposed salary. The AAR is not available on-line and can not be created until all DMA forms and transcripts are on file with HR.
17. ___ AAR, credentials/resume of selected candidate and rationale memorandum circulated for signatures & forwarded to OED
The Search Committee chair routes the AAR, the rationale memorandum, and resume of selected candidate for appropriate signatures from initiator to Provost/Vice President. This packet then is forwarded to OED.
18. ___ OED approves AAR
OED reviews the hiring process and distributes copies of the approved AAR. Once the approved AAR is received by HR, the Search Committee chair is notified that an offer of employment can be made.
19. ___ Hiring Department makes offer and prepares contract
The Hiring Department makes an official offer of employment, and if accepted, prepares a contract.
20. ___ Hiring Department informs new employee of records and benefit sign-up session
New employee must attend a record and benefit sign-up session the Tuesday following employee start date. Hiring Department will inform new employee to arrive in HR at 8:00 am on the scheduled Tuesday.
21. ___ Hiring Department informs HR of effective hire date
Hiring Department communicates start date to HR. If start date is greater than 3 business days from a Tuesday, the Hiring Department must complete the I-9 form on new employee and forward to HR prior to the sign-up session. If assistance is needed in completing this form, contact HR for instruction.
22. ___ HR sends New Employment Orientation letter
23. ___ HR will send thank-you letters to the candidates that were interviewed but not selected.

A Human Resources' staff member will assist you with each step of the above process. If you have questions on the recruitment/selection process of administrative staff vacancies, please call or e-mail:

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