

MANAGEMENT HIRING PROCEDURES

The Search Process

The Search Process to hire a manager, depending on the position, will be monitored by Human Resources OR the Office of Social Equity. When the monitoring entity is the Office of Social Equity, please follow the procedures below.

A. Approval of Position

1. The *Position Authorization Form – Request to Fill* must be completed and approved by the appropriate administrators through Human Resources. Please contact the Customer Service Center (ext 31353) in the Human Resources Department to initiate the Position Authorization process.
2. After the position is approved, a copy of the *Position Authorization Form – Request to Fill*, along with a current job description, should be forwarded to the Office of Social Equity.

B. Advertisement

1. An advertisement form is completed. (See “Approved Advertisement template” in the Human Resources website under the Forms link.)
2. A position announcement (Approved Advertisement) should be placed in at least one national publication, which receives diverse readership by professionals in the field. Other publications will be determined based on availability of funding. Preferably, announcements will also be posted in publications such as Diverse Issues in Higher Education, Hispanic Outlook, and Women in Higher Education. Language in all announcements will conform to the standards already in use for such advertisements. Dependent on the position, the announcement/ad will be placed by either Human Resources or Office of the Provost.
3. The department should use free list serves and other forums in public domain to announce the position(s). (See “Faculty Resource Guide”.) Language in all announcements will conform to the standards already in use for such advertisements. (Refer to “Approved Advertisement template”.)

C. Diversity Recruitment and Outreach

1. Every effort will be made to contact professional organizations for non-majority groups and women, as well as sources to reach persons with disabilities.
2. Every effort will be made to locate a highly qualified pool that is representative of those available in the national market. The following can be used as sources to reach women and non-majority applicants:
 - a. Conferences and professional meetings;
 - b. Campus visits;
 - c. Women and non-majority persons already employed by the university;
 - d. Business and educational contacts who have access to women and non-majority networks;

- e. Job fairs, and other venues where employment opportunities can be discussed with potential applicants.
3. A written recruitment plan will be developed to represent such activity. The written recruitment plan developed by the search committee will be submitted to the Office of Social Equity. It may be augmented by university-wide efforts as well as specific resources determined by the Office of Social Equity.

D. Search Committee

1. A search committee is formed, and will involve a minimum of three (3) members and no more than five (5) members. The committee will consist of persons from diverse backgrounds, including race and gender diversity. Employees from other departments or divisions may be invited to serve as members of the search committee, and actually should be encouraged to do so to increase diversity of perspective. The hiring official is not a member of the search committee. However, the hiring official will independently review all applicant files.
2. The supervisor of the search committee chair will ensure this assignment is top priority.
3. A schedule of meetings should be determined by the committee at the beginning of the search. This should be a schedule supported by all members of the committee. Timely processing is paramount for attracting and retaining a qualified and diverse applicant pool. Timely processing is defined as a six (6) to eight (8) week period. (Searches extending beyond this allotted time frame risk cancellation.)
4. All members of the Search Committee must be present during all interviews of candidates.

E. Assessment & Interview of Candidates

1. As applications are received, the names and addresses of all applicants will be forwarded to the Office of Social Equity at socialequity@kutztown.edu where a pre-employment inquiry (Affirmative Action Data Form) will be sent to each individual applying for the position.
2. Criteria used for the selection/elimination of applicants will be specific. The rationale for eliminating an individual applicant must be clear and verifiable from the application materials. Evaluation methodology must be evident in the rubric/matrix presented to the Office of Social Equity.
3. Prior to reviewing materials submitted by applicants, the search committee chair must submit the **rubric/matrix to be used in the evaluation of candidates** to the Office of Social Equity for approval.
4. Prior to meeting with the Office of Social Equity to certify candidates for interview, the Search Committee and the hiring official must meet to discuss which candidates should be certified. Once the Search Committee and hiring official have agreed on an applicant pool for certification, but before inviting applicants for interviews, it is necessary for the Office of Social Equity to review with the chair of the search committee (also known as the File Review Meeting) the

materials submitted by the applicants and the selection process up to that point in time, including evaluation methodology and specific results.

5. At the time of review of applications by the Office of Social Equity, or earlier in the process, **interview questions** must be submitted for Office of Social Equity approval. Questions must address the experience of the candidate with diverse populations (since this is a requirement) as well as questions related to job specific criteria.
6. Every attempt should be made to make the final candidates' campus experience a welcoming one. Search chairs should inform the Office of Social Equity of the date of interviews.
7. Under the Immigration Reform and Control Act of 1986, we may hire only citizens of the United States and aliens lawfully authorized to work in the United States. Persons invited for an interview are to be advised they must be able to demonstrate the right to work (see List of Acceptable Documents for Employment Eligibility Verification for I-9). There are strict regulations regarding hiring persons whose status is H-1 Temporary Foreign Nationals.

During the visit to campus to be interviewed, applicants are to be escorted to Human Resources (Kemp Building) to complete the criminal background check authorization paperwork. Human Resources will provide information to all applicants regarding the Employment Eligibility Verification (I-9) paperwork.

8. After the successful candidate has accepted the university's offer of employment, regret letters are to be sent to all unsuccessful candidates who applied for the position.
9. "Applicants Invited for Interview" form (pink) and "Applicants Not Invited for Interview" form (green) must be completed and submitted to the Office of Social Equity within two weeks after the successful candidate has accepted the contract of employment.

F. Final Candidate (s)

1. Search committees should make every effort to forward a minimum of three (3) finalists to the hiring official. The Search Committee must not rank the finalists but only include the strengths and weaknesses of each.
2. After the interviews, and before the short list of candidates/finalists is submitted to the hiring official, the names of the finalists are to be submitted to the Office of Social Equity for Veterans' Preference Act compliance. If any individual covered by the Pennsylvania Veterans' Preference Act is in the finalist pool and has had a successful interview, he or she will be offered the position.