

**PeopleAdmin
Administrative
And
Special Reviewer
User's Guide**

**University of Kansas
Position Description
And Recruitment System**

<https://jobs.ku.edu/hr>

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HELPFUL INFORMATION

HR/EO Website: <http://www.hreo.ku.edu>

Administrator/Special Reviewer Website: <https://jobs.ku.edu/hr>

Applicant Website: <https://jobs.ku.edu>

HR/EO Phone Number: 785-864-3686

Key Information:

- **Recruitment Guidelines:** Search committees should receive and review these guidelines when starting a search. Copies of the guidelines can be downloaded at <http://www.hreo.ku.edu/files/documents/FacultyRecruitmentGuidelines.doc>
- **Health Insurance Waiver:** For information regarding the 60 Day Waiver Request for health insurance see: http://www.hreo.ku.edu/files/documents/60_day_waiver_FAQ.pdf
- **Work Eligibility:** For immigration issues in related to recruitment, see the Provost's memo dated April 12, 2006 at: <http://www.hreo.ku.edu/files/documents/Immigrecruit.pdf>
- **Moving Expenses:** For guidelines on moving expenses go to: http://www.comptroller.ku.edu/central_accounting_services/policies_and_procedures/departmental_policies/Moving_Expense_Policy.aspx
- **Background Checks:** Background checks are required on all newly hired or rehired (after a break in service of one year or longer) faculty and staff appointed to regular positions, current or newly hired faculty/staff appointed to "serve at the pleasure of" positions, salaried student employees, and temporary or limited-term appointments of 6 months or more. Student hourly and/or temporary positions that include working with non-KU student minors are required at a minimum to have a background check through the National Sexual Offender/Multi-State Sexual Offender Registry. For more information about these guidelines go to: <https://documents.ku.edu/policies/hreo/BackgroundCheck.htm>

ADMINISTRATIVE/SPECIAL REVIEWER USER'S GUIDE

Position Description and Recruitment Process

For Faculty and Academic Staff

On-line faculty and academic staff position descriptions and requisitions must be established with Human Resources/Equal Opportunity (HR/EO) as noted below. The interview pool selection and recommend for hire stages of faculty recruitment are now the responsibility of the Deans' offices per the Provost's directive. Below are guidelines to help you determine whether we meet Department of Labor, Office of Contract Compliance Program requirements as a Federal contractor. Please provide HR/EO with the status and rationale for each applicant in the last two stages of the recruitment process.

Position Description – The Administrative Reviewer in the Dean's Office receives an automated email notification when the completed position description is ready for administrative review in the PeopleAdmin system.

The Administrative Reviewer routes the approved position description to HR/EO by changing the position description action status to "**Submit Action to HR/EO Review.**"

If the position is grant funded, route the position description to the Special Reviewer by changing the position description action status to "**Special Reviewer.**" The Special Reviewer will route the position description to HR/EO when their review is complete.

Requisition – The **Administrative/Special Reviewer** receives an automatic email alerting them that the requisition is ready for approval. After the final hierarchy review is completed, the last reviewer forwards the requisition to HR/EO by changing the posting status to "**I am submitting to HR/EO with all necessary approvals.**" HR/EO will post the opening on KU's official job website.

Per the Provost's Directive, although HR/EO will advise, final decisions regarding minimum qualifications and measurability will be made at the Dean's Office level. Before ads can be placed, HR/EO will approve requisitions (formerly called recruitment plans) by coordinating with Deans' offices to assure that the following questions can all be answered "yes."

1. Is there an open position? If so, where is the position located?
2. If a position announcement document is created outside of the PeopleAdmin system, is the full equal opportunity statement included?
3. Does the ad copy include "EO/AA Employer"?
4. Is the qualification language the same on all documents (i.e., the posting details tab, advertisements and announcements?)
5. Are the application procedures clear and complete?
6. Is the application review date at least 30 days from the date of the last published major ad?

ADMINISTRATIVE/SPECIAL REVIEWER USER'S GUIDE Position Description and Recruitment Process For Faculty and Academic Staff

Interview Pool Selected – The **Administrative/Special Reviewer** receives an automated email alerting them that the requisition is awaiting their approval. The Administrative/Special Reviewer reviews and approves the job requisition. They forward it to HR/EO by changing the posting status to “**Interviews Approved-Admin.**”

The Dean's offices will be responsible to assure the following and to report to HR/EO the status and rationale for each applicant at this stage of the recruitment process. HR/EO will provide support to the Dean's offices upon request.

For Academic Staff/Libraries, HR/EO reviews the justification provided and work eligibility for the entire pool of applicants.

1. Have you viewed the demographic information collected from the applicants prior to approving the selected interview pool? To access the information, click on the Reports Link to access the *EEO Complete Summary – Administrative* report. The report does not contain information from applicants who have an incomplete application or cancelled applying. This information is CONFIDENTIAL and should not be shared with departments.
2. Has each applicant been screened against each of the required qualifications established for the position? (Required qualifications are **minimum** qualifications set by the department/unit that are essential to perform the job. An applicant that does not meet those qualifications cannot be interviewed or hired for the position. *Note - Preferred qualifications are qualifications that are desirable, but not necessary to perform the job. An applicant does not need to meet any or all preferred qualifications to be hired for the position.)
3. Does each applicant that is at “Recommended for Interview” meet all of the required qualifications?
4. Is there appropriate rationale distinguishing those being interviewed versus those who meet all of the required qualifications but are not being interviewed?
 - ✓ For example, these two candidates sound very similar, but one is being offered an interview while the other is not.
 - To be interviewed - Teaching interests are in preferred areas, but references are not all positive.
 - Qualified, but not interviewed – References are okay but not exemplary. Teaching interests are in a related preferred area.
 - ✓ This example demonstrates rationale that is too vague.
 - Vague: Good fit.
 - Better: Research interests complement the faculty.

ADMINISTRATIVE/SPECIAL REVIEWER USER'S GUIDE
Position Description and Recruitment Process For Faculty and Academic Staff
Interview Pool Selected (Continued)

5. Is more than one candidate being recommended for interview? (Interviewing more than one candidate shows objectivity and that a good faith effort was made for audit purposes.)

The Deans' offices will ensure that the following information is provided in the on-line system. It will be used by HR/EO for Federal reporting purposes.

- A. Applicant statuses based on one of the following criteria:
- Applicants who do not meet all required qualifications.
 - Applicants who meet all required qualifications and will be interviewed.
 - Applicants who meet all required qualifications and are designated as alternates for an interview.
 - Applicants who meet all required qualifications but are not being recommended for interview at this time.
 - Applicants who have incomplete applications.
- B. Rationale for every applicant meeting ALL of the required qualifications.

6. Are there issues with candidate associations and/or references? (See page 5 and 11 in Guidelines for Successful Recruiting: Faculty and Academic Staff).
See <http://www.hreo.ku.edu/policies_procedures/recruitment/fac_recruitment>.
7. Have you routed the recommendations for interview with your approval to HR/EO by changing the posting status to "**Interviews Approved-Admin?**"

Recommend for Hire – The **Administrative/Special Reviewer** (Dean's offices) receives an automated email alerting them that the requisition is awaiting their approval. The Administrative/Special Reviewer reviews and approves the job requisition. They forward it to HR/EO by changing the posting status to "**Hire Approved-Admin.**" The Dean's offices will be responsible to assure the following and to report to HR/EO the status and rationale for each applicant at this stage of the recruitment process. HR/EO will provide support to the Dean's offices upon request.

1. Is the rationale for each candidate selected for interview sufficient to withstand Federal audit? Does the rationale distinguish between those interviewed for the opening?
- ✓ For example, these two interviewed candidates sound very similar, but one is being recommended for hire while the other is not.
 - Recommended for hire – Teaching experience is in preferred areas, but references are not all positive.
 - Interviewed, but not recommended for hire – References are okay but not exemplary. Teaching experience is in a related preferred area.
 - ✓ This example demonstrates rationale that is too vague.
 - Vague: Students did not like class presentation.
 - Better: Students thought the class presentation was off topic and hard to follow.

ADMINISTRATIVE/SPECIAL REVIEWER USER'S GUIDE

Position Description and Recruitment Process For Faculty and Academic Staff Recommend for Hire (Continued)

2. Has the following information been provided by the department/unit? Does it accurately depict what will be included on the contract?
 - ✓ FTE
 - ✓ Salary
3. Is the rank within the advertised information?
4. Is the salary 10% or more above the advertised hiring range? If so, both the Dean's Office and HR/EO must approve. HR/EO will provide advice and guidance in cases where such issues may exist.
5. Are there salary equity issues? For example, if the alternate is a woman and her credentials are similar to the man being offered the position? If so, the salary should be somewhat similar.

The Deans' offices will ensure that the following information is provided in the on-line system. It will be used by HR/EO for Federal reporting purposes.

- A. Final accounting for all candidates approved for interview to include the following.
 - Current applicant status [e.g., recommended for hire, alternate – not interviewed, recommended for hire-alternate, declined interview, withdrew application, accepted another position.]
 - Rationale for each candidate and alternate (if applicable) at recommended for hire.
 - Proposed salary at hire. Include additional salary information if necessary and as outlined above.
 - Proposed start date, if different than originally identified on the posting details tab.
- B. Applications received after selection for interviews should now be addressed. Please change their applicant statuses to provide the following information.
 - Applicants who do not meet all of the required qualifications.
 - Applicants who meet required qualifications but will not be interviewed at this time.
 - Applicants who submitted incomplete applications.

6. The Administrative Reviewer in the Dean's Office routes the approved hire to HR/EO by changing the posting status to "**Hire Approved-Admin.**"

ADMINISTRATIVE/SPECIAL REVIEWER USER'S GUIDE Position Description and Recruitment Process For Faculty and Academic Staff

Hire

The **Administrative Reviewer** in the Dean's Office and/or the **Special Reviewer** (if grant funded) receives a system email notification that the hiring proposal has been completed by the Hiring Manager. The Administrative/Special Reviewer will check the information provided on the hiring proposal link by the Hiring Manager, make any changes to information and funding as needed and then change the action status of the Hiring Proposal to "**Provost Office Review.**"

The Provost Office views salary and information provided by the Hiring Manager and/or the Administrative Reviewer/Special Reviewer. The Provost Office approves the hiring proposal and prepares the offer letter.

If the Hiring Manager has identified any possible employment work eligibility issues, HR/EO notifies International Programs so they can contact the department.

HR/EO initiates the background check, if needed, at this time.

Closing the File

The **Administrative Reviewer/Special Reviewer** will report the following information to HR/EO after the verbal offer has been accepted.

- Final salary.
- Final hire date.
- Final applicant status of those who received the verbal offer. Indicate who accepted or declined the offer. This is needed for federal tracking purposes.
- If the search fails or is cancelled, report this information to HR/EO.
- If the search remains open beyond the current academic year, provide the status of the search to HR/EO.

HR/EO receives a copy of the signed offer letter, marks the requisition as "Filled" and changes the applicant status to "Hired". This moves the requisition to the Historical View Posting section of the Administrative/Special Reviewer screen in PeopleAdmin.

**Administrative/Special Reviewer's Overview of the
Position Description and Recruitment Process
For Faculty and Academic Staff**

<p>Position Description</p>	<p>ADMINISTRATIVE REVIEWER (DEAN's Office)</p> <ol style="list-style-type: none"> 1. Receives a system email requesting approval of the position description; 2. Reviews and approves; 3. Changes <u>action status</u> to "Submit Action to HR/EO Review" or "Special Reviewer" if the position has grant funding. (If necessary, can return to the Hiring Manager for the department by changing the action status to "Submit Action to Hiring Manager.") <p>SPECIAL REVIEWER (if grant funded)</p> <ol style="list-style-type: none"> 1. Receives a system email requesting approval of the position description; 2. Reviews and approves; 3. Changes <u>action status</u> to "Submit Action to HR/EO Review." (If necessary, can return the <u>position description</u> to the Hiring Manager by changing the action status to "Submit Action to Hiring Manager.") <p>HR/EO</p> <ol style="list-style-type: none"> 1. Receives a system email requesting approval of the position description; 2. Reviews and approves; 3. Changes the action status to send email to Hiring Manager with approval.
<p>Requisition</p>	<p>ADMINISTRATIVE REVIEWER (DEAN's Office) and/or SPECIAL REVIEWER (if grant funded)</p> <ol style="list-style-type: none"> 1. Receives a system email requesting approval of the requisition; 2. Reviews and approves; 3. If there are multiple administrative reviews, the last person in the hierarchy changes the <u>requisition posting status</u> to "I am submitting to HR/EO with all necessary approvals." <p>HR/EO</p> <ol style="list-style-type: none"> 1. Receives a system email requesting approval of the requisition; 2. Reviews and approves the requisition. 3. Posts the position opening to KU's job website.
<p>Interview Pool Selected</p>	<p>ADMINISTRATIVE/SPECIAL REVIEWER</p> <ol style="list-style-type: none"> 1. Receives a system email requesting approval of the interview pool; 2. Reviews demographics of all applicants; 3. Reviews credentials of interviewees to make sure they meet all required qualifications; 4. Reviews rationale for all applicants; 5. Reviews for issues with candidate associations and/or references; 6. Reviews for interviewees at a level higher than advertised; 7. Approves interview list; 8. Changes the posting status to "Interviews Approved-Admin." <p>*Note – Rationale for Academic Staff and Libraries is checked by HR/EO.</p>

Administrative/Special Reviewer's Overview of the

Department of Human Resources & Equal Opportunity

1246 W. Campus Rd, Room 101 | Lawrence, KS 66045-7521 | (785) 864-3686 | employ@ku.edu | www.hreo.ku.edu | 2/2010

Position Description and Recruitment Process
For Faculty and Academic Staff

<p>Interview Pool Selected (Continued)</p>	<p>HR/EO</p> <ol style="list-style-type: none"> 1. Receives a system email; 2. Checks work eligibility of interviewees; 3. Moves applicants and the posting status to "Approved for Interview" to send email to Hiring Manager with approval; 4. Provides support to Dean's office upon request; 5. Federal reporting of applicant data.
<p>Recommend for Hire</p>	<p>ADMINISTRATIVE REVIEWER (DEAN's Office) and/or SPECIAL REVIEWER (if grant funded)</p> <ol style="list-style-type: none"> 1. Receives a system email requesting approval of the recommended hire; 2. Reviews the rationale for selection of the recommended candidate(s) and alternates; 3. Reviews the rationale for interviewed candidates not hired. 4. Ensures all applications received after selection for interviews are addressed. 5. Checks that salary and rank is within the advertised information; 6. Checks for salary equity issues; 7. Changes the posting status to "Hire Approved-Admin." <p>HR/EO</p> <ol style="list-style-type: none"> 1. Provides support to Dean's office upon request; 2. Checks work eligibility of recommended candidate(s); 3. Changes posting status to "Complete Hiring Proposal." 4. Federal reporting of applicant data.
<p>Hire</p>	<p>ADMINISTRATIVE REVIEWER (DEAN's Office) and/or SPECIAL REVIEWER (if grant funded)</p> <ol style="list-style-type: none"> 1. Receives a system email notification that the hiring proposal has been completed by the Hiring Manager. 2. Approves the hiring proposal by changing status to "Provost Review." <p>The Provost Office views salary and information provided by the Hiring Manager and/or the Dean's Office. The Provost Office approves the hiring proposal and prepares the offer letter.</p> <p>If the Hiring Manager has identified any possible employment work eligibility issues, HR/EO notifies International Programs so they can contact the department. HR/EO initiates the background check, if needed, at this time.</p>
<p>Closing the File</p>	<p>ADMINISTRATIVE REVIEWER (DEAN's Office)</p> <ol style="list-style-type: none"> 1. Sends final disposition of hires to HR/EO in order to close file; 2. If the search fails or is cancelled, reports this information to HR/EO; 3. If the search remains open beyond the current academic year, provides the status of the search to HR/EO. <p>HR/EO</p> <ol style="list-style-type: none"> 1. Receives copy of offer letter from payroll; 2. Updates candidate's applicant status to "Hired"; 3. Updates the posting status to "Filled"; 4. Federal reporting of applicant data.

PeopleAdmin Hiring Manager Site: <https://jobs.ku.edu/hr>

ADMINISTRATIVE/SPECIAL REVIEWER CHECKLIST FORM
On-Line Recruitment Process
For Faculty and Academic Staff

*(This convenient form is optional.
It can be completed and placed in the file.)*

POSITION DESCRIPTION

- ___ If the position is grant funded, have you routed the approved position description to Special Review by changing the position description status to “**Special Reviewer?**”
- ___ If the position is not grant funded, have you routed the approved position description to HR/EO by changing the position description status to “**Submit action to HR/EO Review?**”

REQUISITION

- ___ Have you approved the job requisition and routed it to HR/EO by changing the requisition posting status to “**I am submitting to HR/EO with all necessary approvals?**”

INTERVIEW POOL SELECTED

- ___ Have you accessed the EEO Complete Summary – Administrative Report from the reports list? Have you viewed the demographic information collected from the applicants prior to approving the interview list?
- ___ Has each applicant been screened against each of the required qualifications for the position?
- ___ Does each applicant at recommended for interview meet all of the required qualifications? (An applicant that does not meet these qualifications cannot be interviewed or hired for the position.)
- ___ Is there appropriate rationale distinguishing those being interviewed versus those who meet all of the required qualifications but are not being interviewed? Is the language too vague or general?
- ___ Are there issues with candidate associations and/or references?
- ___ Are any of the interviewees at a level higher than advertised? Candidates must be hired at the rank advertised.
- ___ Have you changed the posting status to “**Interviews Approved-Admin?**”

ADMINISTRATIVE/SPECIAL REVIEWER CHECKLIST FORM (Continued)

RECOMMEND FOR HIRE

- Is the rationale for each applicant sufficient to withstand Federal audit?
- Does each applicant recommended for hire meet all of the required qualifications?
- Does the rationale clearly distinguish the differences between the candidate being offered the position versus the others interviewed for the opening? Is the language too vague or general?
- Are there issues with candidate associations and/or references?
- Has the following information been provided by the department/unit? Does it accurately depict what will be included on the contract?
- FTE
 - Salary
- Is the salary 10% or more above the advertised hiring range? If so, consult with HR/EO.
- Are there salary equity issues? For example, if the alternate is a woman and her credentials are similar to the man being offered the position? If so, the salary should be somewhat similar.
- Have you changed the posting status to "**Hire Approved-Admin?**"

HIRE

- After receiving an email that the hiring proposal has been completed, have you verified the information on the link is complete, including funding information?
- Have you changed the action status of the hiring proposal to "**Provost Review?**"

CLOSING THE FILE

- Have you reported to HR/EO:*
- the final salary and start date*
 - if any candidates declined an offer*
 - if the search failed or was cancelled*
 - if the search continued into another academic year*

ADMINISTRATIVE/SPECIAL REVIEWER USER'S GUIDE

Recruitment Exception Process For Faculty and Academic Staff

The University of Kansas has established a recruitment process which promotes equal opportunity for all applicants, with the intent of attracting a diverse and qualified candidate pool for the hiring departments to consider. The University's goal is to maintain the integrity of the recruiting and hiring process to ensure legally defensible hiring decisions. In limited circumstances, an exception to the recruitment process may be justified. The recruitment exception is used to submit a request and compelling justification.

If a hiring department has identified a candidate through one of the following means, a request for a "**Recruitment Exception**" may be submitted. There are two types of recruitment exceptions: 1) a Personnel Action Change Request and 2) a Search Waiver Request.

A candidate should not begin employment with the University prior to completing the on-line application and prior to receiving and accepting a formal offer of employment from the Provost's Office.

Review the Recruitment Exception Guidelines

Please click on the Recruitment Exception Guidelines link and review them. The guidelines describe the two types of recruitment exceptions and will help you determine if this is the action that should be requested.

Position Description and Recruitment Exception

The Administrative Reviewer in the Dean's Office receives an automated email notification when the completed position description and recruitment exception request is ready for administrative review in the PeopleAdmin system.

1. The Hiring Manager will complete all of the position description tabs, including the new tabs entitled Recruitment Exception and Supplemental Documentation. The Supplemental Documentation tab will allow the Hiring Manager to include an organizational chart, the resume of the recommended applicant and a lengthier rationale if desired. **When the Hiring Manager** has completed all the necessary fields and tabs in the position description and recruitment exception request, they will change the action status to "**Administrative Reviewer.**"
2. **The Administrative Reviewer** receives an email requesting approval of the position description and recruitment exception request.
 - The Administrative Reviewer reviews the position description and recruitment exception request and selects the action status to move the position description and recruitment exception to the next step. Administrative Reviewer chooses either "**Submit Action to HR/EO Review**" or to "**Special Reviewer**" if the position also has grant funding.
 - The Administrative Reviewer can return the position description and recruitment exception to the Hiring Manager by choosing "Submit Action to Hiring Manager."
 - The Administrative Reviewer can also approve the position description and **NOT** approve the recruitment exception request if they wish. If the recruitment exception is **NOT** approved by

Recruitment Exception Process for Faculty and Academic Staff (Continued)

- your hierarchy, the position description will move forward to Special Reviewer if needed or to HR/EO for final approval.
3. **The Special Reviewer** receives an email requesting approval of the position description and recruitment exception request.
 - The Special Reviewer reviews the position description and recruitment exception request and selects the action status to move the position description and recruitment exception to the next step. Special Reviewer will choose “Submit Action to HR/EO Review.”
 - The Special Reviewer can return the position description and recruitment exception to the Hiring Manager by choosing “Submit Action to Hiring Manager.”
 - The Special Reviewer can approve the position description and **NOT** approve the recruitment exception request if they wish. If the recruitment exception is **NOT** approved by the Special Reviewer, the position description will move forward to HR/EO for final approval.
 4. **The HR/EO review** begins upon receipt of an email mail notification that the position description and recruitment exception request is waiting for HR/EO approval. If HR/EO does **NOT** approve the recruitment exception request, an automatic email is generated to the Hiring Manager and the Administrative/Special Reviewer that a search will need to be conducted. The position description is moved to approved so a requisition can be created to conduct the search.

Hire of Recruitment Exception Candidate

1. **HR/EO creates Recruitment Exception requisition if the Recruitment Exception approval was granted.**
 - HR/EO creates a requisition and internally posts the vacancy from the approved position description and recruitment exception request. This will allow the recommended applicant to complete the required application form and apply for the recruitment exception requisition through the job website. An automatic email is generated to the Hiring Manager when the requisition is posted internally so the applicant can be notified. The Hiring Manager will need to provide the applicant with the direct posting link to this recruitment exception requisition that is provided in the automatic email.
 - Once the recommended applicant applies to the internally posted recruitment exception request by following the direct posting link, HR/EO moves the requisition to “Complete Hiring Proposal.”
2. **Administrative/Special Reviewer (Dean’s Officer/hierarchy)** receives an automatic email that the Hiring Proposal has been completed. The Administrative/Special Reviewer will need to review the hiring proposal and funding information provided, make any changes and then change the action status on the Hiring Proposal to “Provost Office Review.”

Recruitment Exception Process for Faculty and Academic Staff (Continued)

3. **The Provost Office and HR/EO** receives an automatic email that the Hiring Proposal has been completed.
 - The Provost Office generates the offer letter for the department based on the information provided in the Hiring Proposal link. If the Hiring Manager has identified any possible employment work eligibility issues the candidate may have, HR/EO notifies International Programs to contact the department. HR/EO also initiates the background check, if needed, at this time.
 - Once HR/EO receives a copy of the signed offer letter from the Provost Office, HR/EO will change the status of the applicant to “Hired.” The applicant sees the status of “Hired.”
 - HR/EO marks the requisition as “Filled” to close it and move it to your View Historical Job Postings.

**ADMINISTRATIVE/SPECIAL REVIEWER’S OVERVIEW
of the Recruitment Exception Process
For Faculty and Academic Staff**

<p>BEGIN THE EXCEPTION PROCESS POSITION DESCRIPTION</p>	<ul style="list-style-type: none"> ✓ The Hiring Manager prepares and submits a position description and recruitment exception request; ✓ The Administrative/Special Reviewer receives email notification of request to review and approve before forwarding onto HR/EO for approval. <p>Following HR/EO approval, the Hiring Manager receives the system email notification “Approve Recruitment Exception.” The vacancy is posted to the University’s job website, but only internally at the posting link supplied in approval email.</p>
<p>APPLICANT APPLIES ONLINE</p> <p>HIRING PROPOSAL COMPLETED</p>	<ul style="list-style-type: none"> ✓ Once the applicant applies to the internally posted vacancy, the Hiring Manager receives an automatic email notification to complete the “Hiring Proposal”; ✓ The Hiring Manager completes the Hiring Proposal and funding builder tab; ✓ The Administrative/Special Reviewer receives an automatic email that the hiring proposal has been completed. ✓ The Administrative/Special Reviewer reviews the hiring proposal and funding information provided, makes any changes and changes the action status on the Hiring Proposal to “Provost Office Review;” ✓ HR/EO changes applicant status to “Candidate Approved for Hire”. <p>HR/EO checks work eligibility of the applicant.</p>
<p>HIRING</p>	<ul style="list-style-type: none"> ✓ The position is offered to the candidate; ✓ If the applicant declines, the Hiring Manager changes the applicant status to “Declined Offer”. <p>Following receipt of the approved Hiring Proposal, an offer letter is generated by the Provost Office and the background check is initiated by HR/EO. If there are any employment work eligibility issues, HR/EO notifies International Programs.</p>

PeopleAdmin Hiring Manager Site: <https://jobs.ku.edu/hr>

ADMINISTRATIVE/SPECIAL REVIEWER GUIDELINES Position Description and Recruitment Process For Unclassified Professional and University Support Staff

Unclassified Professional and University Support Staff position descriptions and requisitions must be established with Human Resources/Equal Opportunity (HR/EO) as noted below. Below are guidelines to help you determine whether we meet Department of Labor, Office of Contract Compliance Program requirements as a Federal contractor.

Position Description – The **Administrative Reviewer** and/or **Special Reviewer** receives an automated email notification when the completed position description is ready for administrative/special review in the PeopleAdmin system.

The **Administrative Reviewer** routes the approved position description to HR/EO by changing the position description action status to “**Submit Action to HR/EO Review.**”

If the position is grant funded, route the position description to the Special Reviewer by changing the position description action status to “**Special Reviewer.**” The Special Reviewer will route the position description to HR/EO when their review is complete.

Requisition – The **Administrative/Special Reviewer** receives an automated email notification that the requisition is waiting for their approval. Possible questions that the Administrative/Special Reviewer should think about before approving.

1. Is necessary funding available to fill the position?
2. Is the search committee meeting appropriate diversity guidelines?
3. Does the ad copy include “EO/AA Employer”?
4. Is the qualifications language the same on all documents (i.e., the posting details tab, advertisements and announcements?)
5. Are the application procedures clear and complete?
6. Is the application review date open long enough to attract a qualified pool of applicants?

The **Administrative/Special Reviewer** routes the approved requisition to HR/EO by changing the requisition status to “**I am submitting to HR/EO Review with all necessary approvals.**” HR/EO will post the opening on KU's official job website.

Interview Pool Selected – The Administrative/Special Reviewer receives an automated email alerting them that the requisition has been moved to “Recommend for Interview.” The Administrative/Special Reviewer can review the applicants that have been selected for the interview pool. **No approval by Administrative/Special Reviewer is needed at this stage.**

ADMINISTRATIVE/SPECIAL REVIEWER GUIDELINES
Position Description and Recruitment Process
For Unclassified Professional and University Support Staff

Interview Pool Approved - The **Administrative/Special Reviewer** receives an email notifying them that the interview pool has been approved by HR/EO.

Recommend for Hire – The **Administrative/Special Reviewer** receives an automated email alerting them that the requisition has moved to “Candidate Recommended for Hire.” The Administrative/Special Reviewer can review the applicant(s) that are at the recommend for hire stage, viewing the salary request and rationale provided by the department. If salary request is over 10% of the salary range on the requisition, alert HR/EO that you have approved this salary.

Hire of Approved Candidate

The **Administrative/Special Reviewer** receives a system email notification that the hiring proposal has been completed by the Hiring Manager.

HR/EO views salary and information provided by the Hiring Manager. HR/EO approves the hiring proposal and prepares the offer letter.

If the Hiring Manager has identified any possible employment work eligibility issues, HR/EO notifies International Programs so they can contact the department.

HR/EO initiates the background check, if needed, at this time.

Closing the File

The **Administrative/Special Reviewer** receives a copy of the signed offer letter after it has been returned to HR/EO. HR/EO marks the requisition as “Filled” and changes the applicant status to “Hired”. This moves the requisition to the Historical View Posting section of the Administrative/Special Reviewer screen in PeopleAdmin.

**ADMINISTRATIVE/SPECIAL REVIEWER OVERVIEW
ON-LINE RECRUITMENT PROCESS
For Unclassified Professional and University Support Staff**

<p>Position Description</p>	<p>ADMINISTRATIVE REVIEWER</p> <ol style="list-style-type: none"> 1. Receives a system email requesting approval of the position description; 2. Reviews and approves; 3. Changes <u>action status</u> to “Submit Action to HR/EO Review” or “Special Reviewer” if the position has grant funding. (If necessary, can return to the Hiring Manager for the department by changing the action status to “Submit Action to Hiring Manager.”) <p>SPECIAL REVIEWER (if grant funded)</p> <ol style="list-style-type: none"> 1. Receives a system email requesting approval of the position description; 2. Reviews and approves; 3. Changes <u>action status</u> to “Submit Action to HR/EO Review.” (If necessary, can return the position description to the Hiring Manager by changing the action status to “Submit Action to Hiring Manager.”) <p>HR/EO</p> <ol style="list-style-type: none"> 4. Receives a system email requesting approval of the position description; 5. Reviews and approves; 6. Changes the <u>action status</u> to send email to Hiring Manager with approval.
<p>Requisition</p>	<p>ADMINISTRATIVE/SPECIAL REVIEWER</p> <ol style="list-style-type: none"> 1. Receives a system email requesting approval of the requisition; 2. Reviews and approves; 3. If there are multiple administrative reviewers, the last person in the hierarchy changes the <u>requisition posting status</u> to “I am submitting to HR/EO with all necessary approvals.” <p>HR/EO</p> <ol style="list-style-type: none"> 4. Receives a system email requesting approval of the requisition; 5. Reviews and approves the requisition. 6. Posts the position opening to KU’s job website.
<p>Interview Pool Selected</p>	<p>ADMINISTRATIVE/SPECIAL REVIEWER</p> <ol style="list-style-type: none"> 1. Receives a system email notifying them the interview pool has been selected; 2. Can review pool if desired, although approval is not necessary. <p>HR/EO</p> <ol style="list-style-type: none"> 3. Receives a system email requesting approval of the interview pool; 4. Reviews all candidates recommended for interview to confirm they meet required qualifications; 5. Reviews rationale provided for all applicants; 6. Moves applicants and requisition to Approved for Interviews
<p>Interview Pool Approved</p>	<p>ADMINISTRATIVE/SPECIAL REVIEWER</p> <p>Receives a system email notifying them the interview pool has been approved by HR/EO.</p>

ADMINISTRATIVE/SPECIAL REVIEWER OVERVIEW
Position Description and Recruitment Process
For Unclassified Professional and University Support Staff (Continued)

<p>Recommend for Hire</p>	<p>ADMINISTRATIVE/SPECIAL REVIEWER</p> <ol style="list-style-type: none"> 1. Receives a system email notification that a candidate has been Recommend for Hire; 2. Can review applicant and salary provided by Hiring Manager if desired.
<p>Hire</p>	<p>ADMINISTRATIVE/SPECIAL REVIEWER</p> <ol style="list-style-type: none"> 1. Receives a system email notification that the Hiring Proposal has been completed by the Hiring Manager; 2. Can review Hiring Proposal information entered if desired. <p>HR/EO views salary and information provided by the Hiring Manager and/or the Dean's Office. HR/EO approves the hiring proposal and prepares the offer letter.</p> <p>If the Hiring Manager has identified any possible employment work eligibility issues, HR/EO notifies International Programs so they can contact the department. HR/EO initiates the background check, if needed, at this time.</p>
<p>Closing the File</p>	<p>ADMINISTRATIVE/SPECIAL REVIEWER</p> <ol style="list-style-type: none"> 1. Receives a copy of signed offer letter when returned by candidate. <p>HR/EO</p> <ol style="list-style-type: none"> 2. Receives signed offer letter from candidate; 3. Sends copies to Administrative/Special Reviewer(s) and Hiring Manager 4. Changes the candidate's applicant status to "Hired"; 5. Updates the posting status to "Filled"; 6. Federal reporting of applicant data.

PeopleAdmin Hiring Manager Site: <https://jobs.ku.edu/hr>

ADMINISTRATIVE/SPECIAL REVIEWER CHECKLIST FORM
Position Description and Recruitment Process
For Unclassified Professional and University Support Staff

*(This convenient form is optional.
It can be completed and placed in the file.)*

POSITION DESCRIPTION

- If the position is grant funded, have you routed the approved position description to Special Review by changing the position description status to **"Special Reviewer?"**
- If the position is not grant funded, have you routed the approved position description to HR/EO by changing the position description status to **"Submit action to HR/EO Review?"**

REQUISITION

- Have you approved the job requisition and routed it to HR/EO by changing the requisition posting status to **"I am submitting to HR/EO with all necessary approvals?"** (*Note – if there is more than one reviewer, the last one to approve sends it to HR/EO.)

INTERVIEW POOL SELECTED

- Have you viewed the applicants that have been submitted by the Hiring Manager if you wish?

RECOMMEND FOR HIRE

- Have you viewed the applicant(s) that are at Recommend for Hire if you wish?
- If the salary request is over 10% of the salary range on the requisition, have you alerted HR/EO?

HIRE

- Have you viewed the applicant(s) that are at Recommend for Hire if you wish?

CLOSING THE FILE

- Have you received a copy of the signed offer letter from HR/EO?

ADMINISTRATIVE/SPECIAL REVIEWER USER'S GUIDE **Recruitment Exception Process** **For Unclassified Professional and University Support Staff**

The University of Kansas has established a recruitment process which promotes equal opportunity for all applicants, with the intent of attracting a diverse and qualified candidate pool for the hiring departments to consider. The University's goal is to maintain the integrity of the recruiting and hiring process to ensure legally defensible hiring decisions. In limited circumstances, an exception to the recruitment process may be justified. The recruitment exception is used to submit a request and compelling justification.

If a hiring department has identified a candidate through one of the following means, a request for a "**Recruitment Exception**" may be submitted. There are two types of recruitment exceptions: 1) a Personnel Action Change Request and 2) a Search Waiver Request.

A candidate should not begin employment with the University prior to completing the on-line application and prior to receiving and accepting a formal offer of employment from the Department of Human Resources and Equal Opportunity.

Review the Recruitment Exception Guidelines

Please click on the Recruitment Exception Guidelines link and review them. The guidelines describe the two types of recruitment exceptions and will help you determine if this is the action that should be requested.

Position Description and Recruitment Exception

The Administrative Reviewer in the Dean's Office receives an automated email notification when the completed position description and recruitment exception request is ready for administrative review in the PeopleAdmin system.

1. The Hiring Manager will complete all of the position description tabs, including the new tabs entitled Recruitment Exception and Supplemental Documentation. The Supplemental Documentation tab will allow the Hiring Manager to include an organizational chart, the resume of the recommended applicant and a lengthier rationale if desired. **When the Hiring Manager** has completed all the necessary fields and tabs in the position description and recruitment exception request, they will change the action status to "**Administrative Reviewer.**"
2. **The Administrative Reviewer** receives an email requesting approval of the position description and recruitment exception request.
 - The Administrative Reviewer reviews the position description and recruitment exception request and selects the action status to move the position description and recruitment exception to the next step. **Administrative Reviewer chooses either "Submit Action to HR/EO Review" or to "Special Reviewer"** if the position also has grant funding.
 - The Administrative Reviewer can return the position description and recruitment exception to the Hiring Manager by choosing "Submit Action to Hiring Manager."

Recruitment Exception Process for Unclassified Professional and University Support Staff (Continued)

- The Administrative Reviewer can also approve the position description and **NOT** approve the recruitment exception request if they wish. If the recruitment exception is **NOT** approved by your hierarchy, the position description will move forward to Special Reviewer if needed or to HR/EO for final approval.
3. **The Special Reviewer** receives an email requesting approval of the position description and recruitment exception request.
- The Special Reviewer reviews the position description and recruitment exception request and selects the action status to move the position description and recruitment exception to the next step. Special Reviewer will choose “Submit Action to HR/EO Review.”
 - The Special Reviewer can return the position description and recruitment exception to the Hiring Manager by choosing “Submit Action to Hiring Manager.”
 - The Special Reviewer can approve the position description and **NOT** approve the recruitment exception request if they wish. If the recruitment exception is **NOT** approved by the Special Reviewer, the position description will move forward to HR/EO for final approval.
4. **The HR/EO review** begins upon receipt of an email mail notification that the position description and recruitment exception request is waiting for HR/EO approval. If HR/EO does **NOT** approve the recruitment exception request, an automatic email is generated to the Hiring Manager and the Administrative/Special Reviewer that a search will need to be conducted. The position description is moved to approved so a requisition can be created to conduct the search.

Hire of Recruitment Exception Candidate

1. **HR/EO** creates Recruitment Exception requisition if the Recruitment Exception approval was granted.
 - HR/EO creates a requisition and internally posts the vacancy from the approved position description and recruitment exception request. This will allow the recommended applicant to complete the required application form and apply for the recruitment exception requisition through the job website. An automatic email is generated to the Hiring Manager when the requisition is posted internally so the applicant can be notified. The Hiring Manager will need to provide the applicant with the direct posting link to this recruitment exception requisition that is provided in the automatic email.
 - Once the recommended applicant applies to the internally posted recruitment exception request by following the direct posting link, HR/EO moves the requisition to “Complete Hiring Proposal.”
 - The Hiring Manager receives an automatic email notifying them that the recruitment exception requisition is ready for them to “Complete Hiring Proposal.”

Recruitment Exception Process for Unclassified Professional and University Support Staff
(Continued)

2. Hiring Manager completes the Hiring Proposal link and the funding builder tab within the Hiring Proposal link with the correct data for payroll to key complete funding scenarios. The Hiring Manager then changes the action status on the hiring proposal link to "Submit Hiring Proposal to HR/EO." (An automatic email is generated to the Administrative/Special Reviewer so they can review the information provided in the Hiring Proposal link.)
3. **Administrative/Special Reviewer** receives an automatic email that the Hiring Proposal has been completed. The Administrative/Special Reviewer reviews the hiring proposal and funding information provided, makes any changes and then changes the action status on the Hiring Proposal to "**Submit Action to HR/EO Review.**"
4. **HR/EO** receives an automatic email that the Hiring Proposal has been completed. HR/EO generates the offer letter for the department based on the information provided in the Hiring Proposal link. If the Hiring Manager has identified any possible employment work eligibility issues the candidate may have, HR/EO notifies International Programs to contact the department. HR/EO also initiates the background check, if needed, at this time.
5. Once HR/EO receives the signed offer letter, the original is provided to the Payroll Office for keying purposes. HR/EO sends copies of the offer letter to the Hiring Manager and Administrative/Special Reviewer for their files. HR/EO changes the status of the applicant to "Hired." The applicant sees the status of "Hired". HR/EO also changes the requisition posting status to "Filled" to close it and move it to View Historical Job Postings.

ADMINISTRATIVE/SPECIAL REVIEWER'S OVERVIEW
of the Recruitment Exception Process
For Unclassified Professional and University Support Staff

<p>BEGIN THE EXCEPTION PROCESS POSITION DESCRIPTION</p>	<ul style="list-style-type: none"> ✓ The Hiring Manager prepares and submits a position description and recruitment exception request. ✓ The Administrative/Special Reviewer receives email notification of request to review and approve before forwarding onto HR/EO for approval. <p>Following HR/EO approval, the Hiring Manager receives the system email notification "Approve Recruitment Exception." The vacancy is posted to the University's job website, but only internally at the posting link supplied in approval email.</p>
<p>APPLICANT APPLIES ONLINE</p> <p>HIRING PROPOSAL COMPLETED</p>	<ul style="list-style-type: none"> ✓ Once the applicant applies to the internally posted vacancy, the Hiring Manager receives an automatic email notification to complete the "Hiring Proposal"; ✓ The Hiring Manager completes the Hiring Proposal and funding builder tab; ✓ The Administrative/Special Reviewer receives an automatic email that the hiring proposal has been completed. ✓ The Administrative/Special Reviewer reviews the hiring proposal and funding information provided, makes any changes and changes the action status on the Hiring Proposal to "Submit Action to HR/EO Review." ✓ HR/EO changes applicant status to "Candidate Approved for Hire". <p>HR/EO checks work eligibility of the applicant.</p>
<p>HIRING</p>	<ul style="list-style-type: none"> ✓ The position is offered to the candidate; ✓ If the applicant declines, the Hiring Manager changes the applicant status to "Declined Offer". <p>Following receipt of the approved Hiring Proposal, an offer letter is generated by the HR/EO and the background check is initiated by HR/EO. If there are any employment work eligibility issues, HR/EO notifies International Programs.</p>

PeopleAdmin Hiring Manager Site: <https://jobs.ku.edu/hr>

ADMINISTRATIVE/SPECIAL REVIEWER USER'S GUIDE Search Pool Process for Lecturer and Staff Positions

On-line lecturer pool position descriptions and requisitions must be established with Human Resources/Equal Opportunity (HR/EO) as noted below. The verbal offer stages of lecturer search pool recruitment are now the responsibility of the Deans' offices per the Provost's directive. Below are guidelines to help you determine whether we meet Department of Labor, Office of Contract Compliance Program requirements as a Federal contractor.

Position Description

The Position Description and advertising copy should invite qualified individuals to submit applications, to be placed in a pool and considered for positions as the need arises. The one page "Overview of the Recruitment Process" included in this guide can be a helpful resource.

The **Hiring Manager** creates a position description.

- Obtains a currently vacant position number and creates a position description in PeopleAdmin.
- The Position Overview should invite candidates to submit application materials which will be placed in a pool for consideration as needs arise.
- The Hiring Manager changes the action status of the position description to "**Administrative Review**".

The **Administrative Reviewer** receives an email requesting approval of the position description.

- The Administrative Reviewer reviews the position description and selects the action status to move the position description to the next step. The **Administrative Reviewer** selects a status of either "**Submit Action to HR/EO Review**" or "**Special Reviewer**" if the position also has grant funding. The Administrative Reviewer can return the position description to the Hiring Manager by choosing "Submit Action to Hiring Manager."

The **Special Reviewer** receives an email requesting approval of the position description. (Skip to the next step if the position has been routed by the Administrative Reviewer to HR/EO.)

- The Special Reviewer reviews the position description and chooses the appropriate action status to move the position description to the next step. If needed, he/she can also return the position description to the hiring manager. The last person in the hierarchy who reviews the position description chooses the action status of "Submit Action to HR/EO Review."

HR/EO Review begins upon receipt of an email notification that the position description is waiting HR/EO approval.

- HR/EO will review the position description, determine the official job title and the FLSA designation and review the required and preferred qualifications to ensure measurability to comply with Department of Labor guidelines. HR/EO also has the ability to return the position description to the Hiring Manager if additional information is required.
- HR/EO approves the position description. The system sends an automatic email notifying the Hiring Manager, the **Administrative Reviewer and the Special Reviewer** that the position description is approved.

ADMINISTRATIVE/SPECIAL REVIEWER USER'S GUIDE

Search Pool Process for Lecturer and Staff Positions (Continued)

Create the Pool Requisition

The **Hiring Manager** creates a job requisition from the approved position description and routes it to the appropriate Administrative/Special Reviewer for approval. Departments can create a requisition that will remain open for two years.

The **Administrative/Special Reviewer** receives an automatic email alerting them that the requisition is ready for approval. After the final hierarchy review is completed, the last reviewer forwards the requisition to HR/EO by changing the posting status to **"I am submitting to HR/EO with all necessary approvals."**

Before ads can be placed, HR/EO will coordinate with The Administrative Reviewer/Special Reviewer (Dean's offices) to assure that the following questions can all be answered "yes."

1. Does the ad copy include "EO/AA Employer?"
2. If a position announcement document is created outside of the PeopleAdmin system, is the full equal opportunity statement included?
3. If a position announcement document is created outside of the PeopleAdmin system, is the full equal opportunity statement included?
4. Is the qualifications language the same on all documents (i.e. the posting details tab and ad copy?)
5. Are the application procedures clear and complete?
6. Is language included to inform applicants that their application materials will be placed in a **pool** for consideration as openings arise?
7. Is the start date and application review date on-going?

HR/EO reviews, approves the job requisition and posts the pool requisition for two (2) years. The system will automatically post the opening on KU's official job website and send the Hiring Manager an email when the Job Post Date occurs. If HR/EO has any questions about the requisition, they can return the requisition to the Hiring Manager for the any additional information needed. (At this point requisition status changes can be done by HR/EO only.)

The **Hiring Manager** places the advertisements in advertising venues that will yield a diverse group of applicants. Advertisements should be re-run at least once every two years to refresh the pool.

Applicants apply by completing the on-line application form and attaching documents specified on the requisition by the department. Their status will remain "application submitted" unless they are screened by the system based on disqualifying questions.

Selection and Interview from the Pool

The Hiring Manager will be notified each time an applicant applies to a posted pool job. Upon receipt of the notification that an applicant has applied, the **Hiring Manager** should update the applicant's status with one of the following.

- Pool – Meets Required Qualifications
- Dept Detd Did Not Meet Required Quals
- Incomplete Application

Candidates selected should be interviewed.

- Applicants interviewed must meet all required qualifications.
- Once interviews have been conducted, the **Hiring Manager** should update the applicant's status.

(*Note – throughout the process the Hiring Manager updates applicant statuses. For example, if an applicant declines an interview or is interviewed, but not hired.)

Recommend for Hire From the Pool

If the department wants to hire an interviewed pool applicant, the **Hiring Manager** changes the applicant status on each candidate to “**Pool - Recommended for Hire**” and enters rationale and salary information in the text box. Rationale should include the date interviewed and how the candidate compared to the other applicants in the pool. **For Pool Lecturer** positions, they should also include course information and semester credit hours of the course they will be teaching. The change of applicant status triggers a system generated email notification which is sent to the Administrative/Special Reviewer asking them to approve the hire.

Administrative/Special Reviewer

- Reviews the rationale for selection of recommended candidate from the pool.
- For Lecturer positions, reviews the recommended candidate's application to ensure they meet the required qualifications.
- Checks salary information provided and for Lecturer positions, checks course information and the semester credit hours of the course.
- Changes the applicant status to “Pool – Approved for Hire – Admin.”
- The change of the applicant status triggers an email notification to HR/EO.

The Administrative Reviewer/Special Reviewer (Dean's offices) will be responsible to assure the following and to report to HR/EO the status and rationale for each applicant at this stage of the recruitment process.

1. Has each applicant been screened against each of the required qualifications? (Required qualifications are **minimum** qualifications set by the department/unit that are essential to perform the job. An applicant that does not meet those qualifications cannot be interviewed or hired for the position. *Note - Preferred qualifications are qualifications that are desirable, but not necessary to perform the job. An applicant does not need to meet any or all preferred qualifications to be hired for the position.)

Recommend for Hire From the Pool (Continued)

2. Is the rationale for each candidate interviewed sufficient to withstand Federal audit? Does the rationale distinguish between those interviewed for the opening?
 - ✓ For example, these two interviewed candidates sound very similar, but one is being recommended for hire while the other is not.
 - Recommended for hire – Teaching experience is in preferred areas, but references are not all positive.
 - Interviewed, but not recommended for hire – References are okay but not exemplary. Teaching experience is in a related preferred area.
 - ✓ This example demonstrates rationale that is too vague.
 - Vague: Students did not like class presentation.
 - Better: Students thought the class presentation was off topic and hard to follow.
3. Has the following information been provided by the hiring manager/department? Does it accurately depict what will be included on the contract?
 - ✓ FTE
 - ✓ Salary
 - ✓ List of course(s) to be taught
 - ✓ Semester credit hours of course(s)
 - ✓ Number of students per course(s)
4. Is the salary 10% or more above the advertised hiring range? If so, both the Dean's Office and HR/EO must approve. HR/EO will provide advice and guidance in cases where such issues may exist.
5. Are there salary equity issues? For similar credentials, selected candidates should be offered similar salary regardless of race, gender and/or nationality.

HR/EO

- Verifies applicant meets required qualifications.
- Checks rationale and salary information provided
- Changes the applicant status to "Pool - Approved for Hire – HR/EO."
- The system generates an email message to the Hiring Manager with instructions to complete Hiring Proposal link after the verbal offer is made and accepted.

Hire of Pool Applicant

The **Hiring Manager** offers the position to the candidate. If the candidate declines the offer, the **Hiring Manager** changes the applicant status to "Declined Offer."

If the candidate(s) accepts, the **Hiring Manager** completes the appropriate Hiring Proposal link and the funding builder tab within the Hiring Proposal link with the correct data for payroll to key complete funding scenarios. The Hiring Manager changes the action status on the hiring proposal link for **Staff** pool positions to "Submit Hiring Proposal to HR/EO." For **Lecturer** pool positions, the Hiring Manager will route the Hiring Proposal to Administrative Review.

For Staff pool positions, **HR/EO** receives the Hiring Proposal information and generates the offer letter for the department. If the Hiring Manager has identified any possible employment work eligibility issues the **Department of Human Resources & Equal Opportunity**

Hire of Pool Applicant (Continued)

candidate may have, HR/EO notifies International Programs to contact the department. HR/EO also initiates the background check, if needed, at this time.

For Lecturer pool positions, **the Administrative/Special Reviewer** will receive an automatic email requesting that they approve the information provided on the Hiring Proposal link for.

- Reviews the salary and funding included on the Hiring Proposal link.
- Checks FTE required for the course the Lecturer will be teaching.
- Approves the Hiring Proposal by clicking the status of **“Submit Hiring Proposal to Provost Office.”**

For Lecturer pool positions, the Provost’s Office receives an automatic email to view the salary and information provided by the Hiring Manager and/or Administrative/Special Reviewer and generates the offer letter for the department.

- Views salary and class information provided by Hiring Manager and/or Dean’s Office/hierarchy.
- Approves the Hiring Proposal.
- Generates the offer letter for the department/unit.
- HR/EO will initiate the background check process on contingent new hires, if needed, at this time.
- If the Hiring Manager has identified any possible employment work eligibility issues the candidate may have, HR/EO notifies International Programs to contact the department.

Once **HR/EO** receives the signed offer letter or a copy of the signed offer letter, HR/EO will change the status of the applicant to “Hired – Pool.” The applicant sees the status of “Hired – Pool.”

The Pool remains open and posted for additional applicants to apply.

Refresh the Pool

- The pool of applicants should be “refreshed” after six months and no later than one year from the date the pool is posted,
 - ✓ HR/EO will dispense of all applicants by changing their statuses.
 - ✓ Existing applicants will be notified by the system that they need to re-apply to the pool requisition if they are still interested in being considered.
- Two years from the date the pool is posted, the department will revise the position description as needed and if necessary submit a new requisition with updated information (e.g., search committee composition or advertising copy.) The department will re-advertise the pool at least every two years.

ADMINISTRATIVE/SPECIAL REVIEWER’S OVERVIEW
of the Search Pool Process
For Lecturer and Staff Positions

<p>POSITION DESCRIPTION</p>	<p>ADMINISTRATIVE REVIEWER</p> <ol style="list-style-type: none"> 1. Receives a system email requesting approval of the position description; 2. Reviews and approves; 3. Changes <u>action status</u> to “Submit Action to HR/EO Review” or “Special Reviewer” if the position has grant funding. (If necessary, can return to the Hiring Manager for the department by changing the action status to “Submit Action to Hiring Manager.”) <p>SPECIAL REVIEWER (if grant funded)</p> <ol style="list-style-type: none"> 4. Receives a system email requesting approval of the position description; 5. Reviews and approves; 6. Changes <u>action status</u> to “Submit Action to HR/EO Review.” (If necessary, can return the position description to the Hiring Manager by changing the action status to “Submit Action to Hiring Manager.”) <p>HR/EO</p> <ol style="list-style-type: none"> 7. Receives a system email requesting approval of the position description; 8. Reviews and approves; 9. Changes the <u>action status</u> to send email to Hiring Manager with approval.
<p>REQUISITION</p>	<p>ADMINISTRATIVE/SPECIAL REVIEWER</p> <ol style="list-style-type: none"> 1. Receives a system email requesting approval of the requisition; 2. Reviews and approves; 3. If there are multiple administrative reviewers, the last person in the hierarchy changes the <u>requisition posting status</u> to “I am submitting to HR/EO with all necessary approvals.” <p>HR/EO</p> <ol style="list-style-type: none"> 4. Receives a system email requesting approval of the requisition; 5. Reviews and approves the requisition. 6. Posts the position opening to KU’s job website.
<p>RECOMMEND FOR HIRE</p>	<p>ADMINISTRATIVE/SPECIAL REVIEWER</p> <ol style="list-style-type: none"> 1. Receives a system email requesting approval; 2. Reviews the rationale for selection of recommended candidate from the pool; 3. For Lecturers, reviews the recommended candidate’s application to ensure they meet the required qualifications; 4. Checks salary information provided and for Lecturer positions, checks course information and the semester credit hours of the course; 5. Changes the applicant status to “Pool-Approved for Hire-Admin”. <p>HR/EO</p> <ol style="list-style-type: none"> 6. Receives a system email requesting approval; 7. Verifies applicant meets required qualifications; 8. Changes the applicant status to “Pool-Approved for Hire – HR/EO”.

ADMINISTRATIVE/SPECIAL REVIEWER'S OVERVIEW
of the Search Pool Process (Continued)

<p>HIRE (LECTURERS)</p>	<p>ADMINISTRATIVE/SPECIAL REVIEWER For Lecturer pool positions, the Administrative/Special Reviewer receives an automatic email requesting that they approve the information provided on the Hiring Proposal link.</p> <ol style="list-style-type: none"> 1. Reviews the salary and funding included on the Hiring Proposal link; 2. Checks FTE required for the course the Lecturer will be teaching; 3. Approves the Hiring Proposal by clicking the status of "Submit Hiring Proposal to Provost Office." <p>PROVOST OFFICE For Lecturer pool positions, the Provost Office receives an automatic email to view the salary and information provided by the Hiring Manager and/or Administrative/Special Reviewer and generates the offer letter for the department.</p> <ol style="list-style-type: none"> 4. Views salary and class information provided by Hiring Manager and/or Dean's Office/hierarchy; 5. Checks salary and course information provided; 6. Approves the Hiring Proposal; 7. Generates the contingent offer letter for the department/unit. <p>HR/EO</p> <ol style="list-style-type: none"> 8. Initiates the background check process on contingent new hires, if needed; 9. If the Hiring Manager has identified any possible employment work eligibility issues the candidate may have, HR/EO notifies International Programs to contact the department; 10. Upon receipt of the signed offer letter or a copy of the signed offer letter, HR/EO changes the status of the applicant to "Hired – Pool." The applicant sees the status of "Hired – Pool"; 11. Federal reporting of applicant data. <p>The Pool remains open and posted for additional applicants to apply.</p>
<p>HIRE (STAFF)</p>	<p>HR/EO</p> <ol style="list-style-type: none"> 1. For staff positions, HR/EO receives an automatic email requesting that they approve the information provided on the Hiring Proposal link; 2. Prepares the offer letter; 3. Initiates background check process; 4. If the Hiring Manager has identified any possible employment work eligibility issues the candidate may have, HR/EO notifies International Programs to contact the department; 5. Upon receipt of the signed offer letter or a copy of the signed offer letter, HR/EO changes the status of the applicant to "Hired – Pool." The applicant sees the status of "Hired – Pool"; 6. Federal reporting of applicant data. <p>The Pool remains open and posted for additional applicants to apply.</p>

PeopleAdmin Hiring Manager Site: <https://jobs.ku.edu/hr>

ADMINISTRATIVE/SPECIAL REVIEWER CHECKLIST
Search Pool Process
For Lecturer and Staff Positions

*(This convenient form is optional.
It can be completed and placed in the file.)*

POSITION DESCRIPTION

_____ Have you approved the position description and changed the position description action status to either "Submit Action to HR/EO Review" or "Special Reviewer" if the position also has grant funding?

REQUISITION

_____ Have you approved the job requisition and routed it to HR/EO by changing the requisition status to "I am submitting to HR/EO with all necessary approvals"?
(*Note – if there is more than one reviewer, the last one to approve changes this status.)

Recommend for Hire From the Pool

_____ Is the rationale for each applicant sufficient to withstand Federal audit?

_____ For Lecturers, does each applicant recommended for hire meet all of the required qualifications? (*Note - HR/EO will review this for staff positions.)

_____ Does the rationale clearly distinguish the differences between the candidate being offered the position versus the others interviewed for the opening? Is the language too vague or general?

_____ Are there issues with candidate associations and/or references?

_____ Has the following information been provided by the department/unit? Does it accurately depict what will be included on the contract?

- ✓ FTE
- ✓ Salary

In addition for Lecturers:

- ✓ List of course(s) to be taught
- ✓ Semester credit hours of course(s)
- ✓ Number of students per course(s)

_____ Is the salary 10% or more above the advertised hiring range? If so, consult with HR/EO.

ADMINISTRATIVE/SPECIAL REVIEWER CHECKLIST

Search Pool Process

For Lecturers and Staff (Continued)

_____ Are there salary equity issues? For similar credentials, selected candidates should be offered similar salary regardless of race, gender and/or nationality.

_____ ***Have you changed the applicant status to “POOL – Approved for Hire (Admin)?” This will generate an email notification to HR/EO for approval.***

Hire of Pool Applicant (Lecturers only)

For staff positions, the Hiring Manager routes the Hiring Proposal directly to HR/EO.

_____ Have you reviewed the salary and funding included on the Hiring Proposal Link?

_____ Have you checked the FTE required for the course the Lecturer will be teaching?

_____ Have you approved the Hiring Proposal by clicking the status of “Submit Hiring Proposal to Provost Office?”

Record Keeping

Several Federal agencies require that the University keep records regarding hiring. Additionally, it is necessary to have the records available in the event that an employment decision is questioned. After the search is completed, inquiries regarding the search should be directed to the hiring authority or Department of Human Resources and Equal Opportunity (HR/EO).

The hiring department is required to keep all documentation on each search for a minimum of five years, after which time the records may be destroyed.

Documents that should be kept in a *confidential* location include the following.

- Tear sheets of advertisements
- Any correspondence to applicants
- Completed screening instruments
- Interview questions and documented responses
- Reference questions and documented responses
- All intra-university correspondence regarding the search
- Candidate's signed acceptance of the offer letter
- Any other documentation associated with the search

Additional Resources

PeopleAdmin Navigation Guide

PeopleAdmin Guest User's Guide

http://www.hreo.ku.edu/policies_procedures/recruitment/peopleadmin_info

Guidelines for Successful Recruiting http://www.hreo.ku.edu/policies_procedures/category_details/29