



MINNESOTA STATE UNIVERSITY MANKATO

Search Committee Training for Unclassified Positions

Presented by the Offices of Human Resources and
Affirmative Action

Role of Human Resources

- ◆ Human Resources is:
 - < the University's resource for managing the overall search process for consistent practice & equitability
 - < the contact for what steps need to be taken in order to request filling a position and all the way through the final offer
 - < responsible to post, maintain and update the NeoGov applicant tracking system
 - < responsible to work with the hiring authority and search committee to post advertisements
 - < the final reviewer for the selected candidate's work experience and salary recommendation



Search Process Checklist

Step 1:

- ◆ **Request approval to fill and search a position**
 - < Submit the below documents for approval by the Cabinet and university President:
 - [Position Requisition Form – Unclassified](#)
 - For MSUAASF or Administrator positions, please also submit the following respective documents:
 - Position Description
 - Position Analysis Questionnaire
 - Organizational Chart
 - < Human Resources will confirm approval via e-mail to the VP/Dean

Search Process Checklist

Step 2:

- ◆ **Establish the Search Committee**
 - < Obtain search training by contacting the Office of Affirmative Action (OAA). During the training, OAA will review your hiring goal.
 - < Prior to the search training session, you will be asked to provide to OAA a list of your search committee members, along with a copy of any proposed search materials including a draft/final version of the job posting and Recruitment Plan.
 - < Human Resources (HR) will meet with the search chair/committee on an as needed basis.

Note: All search committee members must read "[Summary Statement on Equal Opportunity in Hiring Practices](#)".

Search Process Checklist

Steps 3 & 4:

- ◆ **Submit DRAFT materials to the Dean/VP:**
 - < Job Posting (previously called a Notice of Vacancy)
 - Clear & Specific Minimum Qualifications
 - < Applicant screening forms
 - < Reference check questions
 - < Interview questions (phone and/or on-campus interviews)
 - < Recruitment Plan
- ◆ **The Dean/VP will review and forward to HR who will:**
 - < Review & suggest any changes to Dean/VP & search chair

Search Process Checklist

Step 5:

- ◆ **Implement Recruitment Plan**
 - < Applicants apply on-line through the NeoGOV applicant tracking system

Step 6:

- ◆ **For Open IFO Probationary Positions - Conduct Prior Review**
 - < See Article 21, Section A, Subd. 2 of the IFO Agreement
 - < Conduct a prior review of any internal fixed term candidates
 - May consider only the internal candidate & no others - OR -
 - May consider internal candidate along with all candidates

Search Process Checklist

Steps 7 & 8:

- ♦ **HR will review & forward to SME's applicants who:**
 - < Answered "yes" to all of the minimum requirements
 - < Provided all minimum required documents (i.e. CV/resume, cover letter, 3 references, & unofficial transcript)
- ♦ **HR will send an electronic notification to those applicants who are:**
 - < qualified and/or have a completed application
 - < not qualified or are missing application materials
- ♦ **Search committee will determine potential finalists and record results on the [Screening Summary Report](#) form.**

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Search Process Checklist

Step 9:

- ♦ **Search Committees should notify potential finalists by phone:**
 - < Inquire about continued interest
 - < Notify the applicant that reference checks will be conducted

Step 10:

- ♦ **Conduct reference checks**
 - < Use standard questions, approved by HR
 - < Notify references of data privacy issues & record data (take notes)
 - *NOTE: data collected from a reference check constitutes private data on the candidate*

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Search Process Checklist

Steps 11, 12 & 13:

- ♦ **Submit Finalist Approval Form & Required Documentation:**
 - < The Dean/VP, Office of Affirmative Action and HR must approve the pool of finalists before interviews are scheduled.
 - < HR will send out notifications to approved Finalists asking them to submit an official transcript of their highest completed degree directly from the institution to our HR office.
- ♦ **After Finalist Approval Form is approved, the interviews may be arranged and conducted.**
 - < Record all interview results on the [Screening Summary Report](#) form.
- ♦ **Finalists must complete a Work Experience form**



Search Process Checklist

Step 14:

- ♦ **If no candidate is recommended, fill out & submit the [Notice of Failed Search](#) form**
 - < HR will send out electronic notification to candidates informing them of the failed search

Step 15:

- ♦ **If candidate(s) recommended, provide information to Dean/VP**
 - < Remember that the VP selects the final candidate
 - < Dean will notify Search Chair of status regarding selection



Search Process Checklist

Step 16:

- ♦ **Submit Offeree Approval Form & Required Documentation:**
 - < The Dean/VP, Office of Affirmative Action and HR must approve the recommended selected candidate before a verbal or written offer can be extended
 - < The hiring authority will be the one to extend the offer of employment, as well as, discuss other terms and conditions with the candidate
- ♦ **NOTE: If you need to go back into the pool (Column 5 of the Summary Screening Form) to conduct additional interviews, the Finalist Approval Form must be resubmitted, along with required documentation, before the additional interviews can be conducted**
- ♦ **A new Offeree Approval Form would also need to be resubmitted**

Search Process Checklist

Step 17:

- ♦ **After the Offeree Approval Form has been approved, the hiring official must:**
 - < Forward the work experience packet to the VP's office, which includes the following documents:
 - Resume/vitae
 - Signed Offeree Approval Form
 - < Vice President's Office will review
 - < HR will review and communicate salary information to extend an offer

Search Process Checklist

Steps 18 & 19:

- ◆ **Upon completion of the Work Experience:**
 - < the appropriate VP/Dean extends the offer
 - < VP / HR office will create & send out formal written offer materials
- ◆ **After candidate provides written acceptance:**
 - < Dean/VP notifies Search Chair of acceptance
 - < Dean/VP/Search Chair may select to contact finalists
 - < HR sends out electronic notifications to the remaining candidates



Search Process Checklist

Step 20:

- ◆ **VP/HR Office will submit the necessary appointment documents to HR accordingly, and return all other recruitment materials to Search Chair**

Step 21:

- ◆ **Search Chair will submit all search materials, forms, reports, etc. to HR**



Role of the Office of Affirmative Action

- ◆ The University's resource for all matters related to affirmative action and equal employment opportunity principles and is responsible for the enforcement of the University's non-discrimination obligation.
- ◆ Facilitates affirmative action and equal employment opportunity based search training and is responsible for monitoring the recruitment and employment process for faculty and staff openings as dictated by the University's Affirmative Action Plan.

Objectives

- ◆ **Conduct an efficient and effective search that complies with all:**
 - < affirmative action / equal employment opportunity principles
 - < legal requirements
- ◆ **Recruit and hire the most qualified applicant for the position**

Overview

Minnesota State Colleges and Universities and Minnesota State University, Mankato utilize hiring practices designed to promote equal employment opportunities for all qualified candidates. It is important to recognize that these practices are not used to lower essential hiring qualifications or mandate hiring quotas based on gender, race or other protected class status. The University's hiring practices are designed to afford all qualified applicants an equal chance to be evaluated on their merits without discrimination based on membership in a protected class.

The University is committed to a policy of non-discrimination and equal employment opportunity as documented in its Affirmative Action Plan. To that end, the Office of Affirmative Action provides search training to ensure consistency and fairness during the screening and selection process of new employees. The University believes that a diverse faculty is critical to optimizing its educational environment.



Overview

Through its hiring process, MSU strives to increase opportunity by broadening the diversity of the applicant pool and evaluating all qualified candidates using the same legitimate work-related criteria. These hiring practices generally include:

- ◆ Screening position descriptions and selection criteria to ensure the use of appropriate **merit-based requirements**;
- ◆ **Including a thoughtful review of essential qualifications and preferred criteria**;
- ◆ Comprehensive and inclusive advertising and recruiting efforts;
- ◆ **Special or targeted recruiting in addition to traditional methods**;
- ◆ Gender-neutral and culturally bias-free criteria in evaluating candidates.



Search Committee Charge: Recruiting and Hiring the Most Qualified Applicant

The Office of Affirmative Action shares a goal with every search committee to recruit and hire the best qualified candidate for each position while keeping in mind that merit and excellence can be found in all facets of diversity.

This goal will be accomplished by providing equal employment opportunities to all qualified and interested persons and by taking active steps to recruit and include members of underutilized groups in the candidate pool. The search committee will consistently and fairly implement the University's search process to fill unclassified positions.

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Conflict of Interest

Any search committee member who may have a conflict of interest, personal or professional, with any applicant should make the search committee chair aware of the situation as soon as it is known. The chair will make the determination as to how to proceed. If the chair has a conflict of interest, he or she should notify the Dean/Vice President.

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Confidentiality

- ♦ Data privacy violations can create legal liability for both institutional and personal liability: “Any person who willfully violates the provisions of this chapter or any rules adopted under this chapter is guilty of a misdemeanor. Willful violation of this chapter by any public employee constitutes just cause for suspension without pay or dismissal of the public employee.” Minnesota Statutes section 13.09. In addition, the College could be subject to civil damages for violations of the data privacy requirements.
- ♦ The Minnesota Government Data Practices Act (MGDPA) governs “personnel data” collected, created, received, maintained or disseminated by a governmental entity such as Minnesota State Colleges and Universities. Personnel data includes information on both applicants for positions and employees. Minnesota Statutes sections 13.03, 13.43
- ♦ The identity of all applicants is private except for those who become finalists as defined by law. Note that the search committee may use the term “finalist” in a different way than the law defines the term. The search chair, in conjunction with human resources officials, is responsible for determining when an applicant is considered a finalist under the law.



Hiring Goals

Job Group	Minorities	Women	Individuals w/ Disabilities
President/Vice Presidents			X
Deans			X
Administration			X
Professionals			X
Allied Health & Nursing	X		X
Arts & Humanities	X		X
Business	X	X	X
Education	X		X
Library	X		X
Social Behavioral Science			X
Science, Engineering & Technology	X	X	X
Professional/Other	X	X	X



Recruitment Plan

- ◆ Explore diverse recruitment strategies
- ◆ Provide for broad extensive advertisement in journals, newspapers, and electronic postings
- ◆ Actively recruit students and alumni
- ◆ Include contacting professional organizations in the private sector as well as academic oriented organizations
- ◆ Outline active recruiting steps such as utilizing conferences to network with potential job applicants from other colleges and universities
- ◆ Utilize listservs, blogs and social networking sites

Be active recruiters!

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Screening the Applications

Equitable treatment must be afforded to all applicants

- ◆ Treat all applications (internal and external) consistently and fairly
- ◆ Applications must only be evaluated on the pre-approved screening criteria found within the Job Posting
- ◆ Only present findings on the Screening Summary Report that reflect the qualifications found on the Job Posting!!

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Summary

- ♦ We always look forward to working with you and helping throughout the search process, however, it is important that we follow the process in order to prevent any potential liability to the university for wrongful decisions or hiring practices.
- ♦ Please use the most up-to-date forms and [Search Process Checklist](#) found on the Human Resources website.
- ♦ We always encourage asking questions before taking the next step.....

What Questions Do You Have??

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