



Recruiting and Hiring Process

POSITION MANAGEMENT COMPLETED AND APPROVED

- Assistant Director/Generalist will receive approval to post with the HR generated Job Ad, which is specific to each department. Submission deadline will be discussed with Cabinet members/Manager prior to posting.
- Approved job posting uploaded on the Allegheny HR Webpage (auto-feeds to Inside Higher Ed & Higher Ed Jobs). Will post Higher Ed Specific jobs on HERC (Higher Education Recruitment Consortium). Positions will be posted on Indeed for all non-faculty positions, and on LinkedIn for higher level positions and hard to fill positions. Will post on NCAA (athletics per request). Other requests to various sites will be completed by the specific department and must mirror the HR website posting and include that applicants are prompted to apply to employment@allegheny.edu.
- Folder created in the Google drive with all related materials: Prescreen form, Interview Guidelines, Interview Questions, Reference materials, etc. Each candidate will have a folder nestled within the position folder. This will be shared with the hiring manager and/or search committee members. HR will gather names of those who are to be on the search committee, prior to post.
- HR receives the resumes and supported materials, and sends the initial response which is a receipt email. HR sorts all incoming applications into each position folder.
- Hiring managers or one designated person on the search committee should contact acceptable candidates within 48-72 hours of their candidate folder being generated. Only prescreen those candidates that you feel could advance to the next step. Not all applicants who apply have to be prescreened. Place all completed prescreen forms into the search folder so that members of the search committee can see and review prior to the next steps. *Use the Pre-Screen form for this initial contact. This is not a formal interview but rather objective information gathering that will be collected and given to the hiring committee and or manager, to use as a resource to prioritize and qualify the candidates. The information will also provide data to HR. This call will also be a time to communicate timelines to the candidate during this call.*
- Depending on the level of the position, hiring managers or search committee members should conduct the following (as applicable):
 - Prescreening (always with each search)
 - 1st round interview (all virtual or all in person based on candidate availability)
 - 2nd round interview (if needed for a larger search)
 - Final Interview (please limit final candidates to top 3, when possible)
 - It is always welcomed to include HR in the candidate's onsite interview process, where we can discuss what benefits we offer, information regarding employment, etc.
- Hiring managers/search committee complete the following and upload all documents into the Google drive as the search concludes:
 - Pre Screen form (for all prescreened candidates)
 - Interview Summary Form (for each interviewed candidate)
 - Reference Summary (for final candidate)
 - Recruitment Tracking Chart (for all candidates)

MAKING THE OFFER

- Once a candidate is selected, discuss with the Director of Human Resources the contents of the offer prior to the verbal offer being made. *This will be a time to align expectations as it relates to the approval to post salary range, to construct the best offer for the candidate, and discuss any issues that could potentially occur with solution options discussed, prior to the conversation with the candidate.*
- Once the verbal offer is made and accepted, hiring manager/search committee will be responsible for notifying all interviewed candidates that the search has closed.
- HR, upon acceptance of the verbal offer, needs to be notified of the following:
 - Candidates complete contact information (best email address, mailing address, phone number)
 - Accepted annual salary or hourly wage
 - Any negotiated moving expenses
 - Anticipated start date
 - If ACT 153 Clearance is needed
 - Specific IT needs: computer, laptop, programs, etc. (if applicable at the time)
 - Specific office needs: office location, phone number, etc. (if applicable at the time)
- HR will send out the offer letter, benefits summary and all pre-employment documents, via email.

HR PROCESS FOR STARTING EMPLOYMENT FILE

- Candidate returns all needed documentation for screening and clearances.
- The process begins for completion of clearances:
 - CBY Professional Employment Verification, which includes Identity Verification, county/State/National Criminal Database searches, Fraud Search (if applicable)
 - National Clearinghouse Degree Verification
 - ACT 153 Clearance (if applicable)
 - Pennsylvania State Police Background check (EPATCH)
 - Department of Human Services Child Abuse Clearance (we provide a code)
 - Child Verification Unit FBI Fingerprint (we assist in scheduling)
- HR enters candidate into Colleague, where a new record is made (or merged with a previous record for data integrity)
- HR submits an initial IT ticket. If provided prior, from the manager, this will include specific computer needs. If not, the hiring manager will request on the ticket. *Hiring managers are cc'd on the ticket request at time of creation.*
- HR submits an initial Facility Access form. If provided prior, from the manager, this will include specific building and office access needs. This will include badge and key access. If not provided prior, the hiring manager will need to work with Access Control and Physical Plant for those specific items. *Hiring manager's email is included on the form, to facilitate the conversation between all individuals.*
- Hiring manager contacts the candidate to schedule when and where to report on the first day.

FIRST DAY/ONBOARDING

- During the morning of the employee's first day, they will need to meet with Human Resources to complete their Form I-9 and provide valid original forms of identification for review and certification.
- During the meeting with HR, we will review the electronic onboarding process and answer any initial questions they may have. We will also review benefits, payroll and general information to support the new employee. We note that we are always available for support as the new employee goes through the onboarding process.

- New employees will need to meet with Access Control for their ID badge, in Bentley Hall.
- New hires will need to meet with Public Safety to collect their keys and register for a parking pass.