

## ***How to Fill a Vacant Position***

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### **Approval:**

A. **PRF Process.** Step 1 on the Position Requisition Form (PRF) needs to be completed by the Supervisor/Department Head to initiate the process to fill a position (*see "How to Complete a Position Requisition Form"*). Once complete, the form needs to be e-mailed to Jesse Albers ([jesse.albers@snc.edu](mailto:jesse.albers@snc.edu)).

1. Once the PRF receives final approval (from the VP of Business and Finance), the Staffing and Training Specialist will contact the Supervisor to move forward with the position.
2. Re-classification if necessary. If the position's responsibilities have significantly changed since it was last classified, a review of the classification questionnaire by the immediate supervisor is recommended (*see "How to Classify New Positions"*).

B. **Hiring Manager and Staffing Specialist One-on-One.** Hiring Manager and Staffing Specialist meet to:

- Confirm hiring process
- Discuss compensation range/budget
- Review job posting/advertisement
- Identify interviewers
- Determine sourcing/advertising options (once position is posted, Staffing Specialist will create an ad placement summary and forward to hiring manager).
- Review chart of legal/illegal interview questions document (It is important that everyone who will be involved in the interview process review this document prior to conducting interviews.)
- Review sample interview questions (traditional and behavioral-based)

### **Sourcing:**

A. **Internal Blue Sheet.** Generally, all open positions are posted on the Blue Sheet for 2 weeks (in some cases, 1 week).

B. **SNC Web Site.** All open positions are placed on the SNC Web Site.

C. **Free Options:**

- Wisconsin Job Net. Used for most local searches.
- Inside Higher Ed (we have an unlimited job posting contract with them). Used for all faculty and some salaried postings.

D. **Other sourcing possibilities could include:**

- Print ad
- On-line resources
- List Serves
- Referrals

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Human Resources contributes \$250 towards sourcing costs for **salaried positions only**. If the position is Director Level, the President's administrative recruiting account will cover all advertising expenses.

### **Selection:**

#### **A. Application/Resume Review.**

Staffing Specialist reviews the applications/resumes after the position closes (typically 2 weeks) and forwards a candidate list with comments/ratings on to the hiring manager. The hiring manager reviews the applications separately. All applications will be saved in a confidential folder on the J: drive as they come in. HR, the hiring manager and any other applicable persons will be granted access.

*It is important that everyone who is going to be viewing the applications use discretion in sharing these materials as they may contain compensation, termination and/or criminal conviction data.*

**B. Pre-screen for issues** (to include compensation).

**C. Phone Screens.** Staffing Specialist and Hiring Manager determine which candidates to move forward with for phone screens. Staffing Specialist conducts phone screens on selected candidates.

**D. On-campus Interviews.** Selected candidates (list narrowed down after phone screens).

**E. Consensus.** Those involved in the interview process come to a consensus on which candidate to offer the position to.

**F. Reference checks.** Staffing Specialist conducts reference checks on the top candidate (3 references that are listed on the employment application).

**G. Background investigation.** Staffing Specialist completes the background investigation. Offers cannot be made until this is completed.

### **Offer:**

**A. Determine amount to offer.**

**B. Make the offer.** Staffing Specialist or Hiring Manager extend the offer.

**C. Offer accepted.** Staffing Specialist creates the offer letter to send to the new hire in the welcome packet. Copies are sent to the hiring manager and other applicable persons.

**D. PRF Completed.** PRF completed by Staffing Specialist. Note: Hiring Manager does not need to create a PAF to hire. The PRF has all of the information that Human Resources needs.

**E. Applicant response letters sent out.** HR sends out applicants response letters to all of the candidates who were not interviewed. HR will call the candidates who were interviewed, but not hired.

**F. Shredding of application materials.** Hiring Manager and any other interviewers/selection committee members must shred all application materials or send to HR to be shredded.