

CATEGORY: PERSONNEL
SECTION: Recruitment
SUBJECT: Recruitment Requests: Staff Positions
EFFECTIVE DATE: May 1, 1992

I. PURPOSE

To define the process for the recruitment of regular classified staff positions that do not require the establishment of a formal search committee, and for collecting and maintaining recruitment data on all applicants and all individuals interviewed for the positions.

II. SCOPE

The recruitment procedure has been divided into three categories depending on the type of staff position being recruited and the required approval. See Procedure 07-01-01, Tables of Organization for definition of University funds and Other funds.

III. ADMINISTRATIVE RESPONSIBILITIES

University Employment Centers (The Office of Human Resources and the Regional Campus Personnel Offices) are responsible for coordinating the recruitment of regular staff employees with the recruiting departments, processing recruitment requests, reviewing and approving staff position advertisements and determining appropriate placement of the ads, referring candidates to the departments, collecting and summarizing Equal Employment Opportunity (EEO) data on all applicants for regular staff positions, and extending offers of employment.

The Office of Human Resources is responsible for reporting the recruitment data to the Office of Affirmative Action, in compliance with federal regulations.

The appropriate dean, director, or vice chancellor is responsible for approving all recruitment requests within their respective departments of responsibility.

Responsibility centers and departments are responsible for forwarding resumes received directly from applicants to the appropriate employment center, scheduling interviews directly with applicants of interest, and providing summary data on all individuals who were interviewed for any classified staff position to the appropriate University employment center.

The Chancellor is responsible for approving newly established regular classified staff positions supported totally or partially by University Funds before the recruitment process begins. (See Policy 07-01-01, Tables of Organization.)

IV. PROCEDURE

A. Requesting Recruitment for Replacement of Approved Positions on the Tables of Organization, New Positions Supported Totally by Other Funds.

Department

1. For replacement positions, review the current job description to ensure current and correct data, and update if necessary. For new positions develop a job description.
2. Complete FORM 0063 Job Description, following guidelines provided by the employment center.
3. Complete the Origination Section of FORM 0069 Recruitment Request (Exhibit A), as instructed in the attached Form Instruction Guide. Retain pink copy.
4. Forward FORM 0063 Job Description, FORM 0069 Recruitment Request, with a cover memo to the next highest level of authority, e.g., dean, director, vice chancellor, for approval and signature. That office will forward the request to the appropriate employment center for processing.

Human Resources

5. Verify the position number for replacement positions or assign a position number for new positions.
6. Review the job description for correct classification, assign a job number to the recruitment request.
7. Determine if advertisement of the position is necessary and appropriate placement of the advertisement, in compliance with EEO regulations.
 - a. The position notice should include:
 - A brief statement of job duties
 - Minimum qualifications
 - Full-time/part-time status
 - Closing date for receipt of applications (recommended.)
 - Job number
 - Statement of University Policy:
"The University of Pittsburgh is an Affirmative Action, Equal Opportunity Employer."
8. Initiate internal recruitment system procedures as described in employment center guidelines.
9. Return the yellow copy of FORM 0069, Recruitment Request, to the department.

- B. Requesting Approval and Recruitment for New Regular Classified Staff Positions Supported Totally or Partially by University Funds (Does not apply to positions supported by reimbursable payroll funds.)

- Department
1. Write a new Job Description using FORM 0063, Job Description following current guidelines provided by the employment center.
 - a. Type "New Position" in Position Number box on FORM 0063 Job Description.
 2. Write a Justification Memo (Exhibit B) and forward, together with the Job Description form to the next highest level of authority, e.g., dean, director, vice chancellor, for approval.
 3. Forward the completed FORM 0063 Job Description, an Organization Chart showing the location of the position, and the Justification Memo to the next highest level of authority for signature and approval. This office will forward the request to the Office of Human Resources for classification.
- Human Resources
4. Review the job description and assign a job classification title and code based on the level of difficulty and responsibilities of the position.
 5. Return the Job Description form to the department or regional campus, indicating the classification.
- Department/
Regional Campus
6. Complete the Origination Section of FORM 0069 Recruitment Request (Exhibit A) as instructed in the attached Form Instruction Guide. Retain the pink copy.
 7. Forward to the Chancellor for approval, the completed Job Description, Recruitment Request and justification memo. Verify that the following information is included and correct:
 - Department
 - Employment Status
 - Job Classification Code and Title
 - Percent of salary supported by University funds
- Chancellor
8. Approve or deny request for new position. Notify the department of the decision.
- Department/
Regional Campus
9. Upon receipt of the Chancellor's approval, forward the request to the Office of Human Resources.

- Human Resources
10. Assign a position number and generate a Position Monitoring Sheet for each new position. Forward the Position Monitoring Sheet, together with the yellow copy of FORM 0069, Recruitment Request, to the department or regional campus.
 11. Initiate internal recruitment system procedures as described in Human Resources guidelines.
 12. Determine if advertisement of the position is necessary and appropriate placement of the advertisement, in compliance with EEO regulations.
 - a. The position notice should include:
 - A brief statement of job duties
 - Minimum qualifications
 - Full-time/part-time status
 - Closing date for receipt of applications (recommended)
 - Job number
 - Statement of University policy: "The University of Pittsburgh is an Affirmative Action, Equal Opportunity Employer."

- Department
13. Upon receipt of the Position Monitoring Sheet and yellow copy of FORM 0069 begin recruitment. Retain Position Monitoring Sheet in the department personnel file for the position.

C. Requesting Recruitment for Temporary Positions

- Department
1. Write a Job Description using FORM 0063 Job Description following current guidelines provided in Procedure 07-03-01, Job Description and Position Classification.
 2. Complete Origination Section of FORM 0069 Recruitment Request (Exhibit A) as instructed in the attached Form Instruction Guide. Retain the pink copy.
 3. Forward the completed FORM 0063 Job Description, FORM 0069 Recruitment Request, and a cover memo to the next highest level of authority for approval and signature. This office will forward the request to the appropriate employment center for processing.

- Employment Center
4. Assign a job number, review the job description for correct classification, and begin recruitment procedures to fill the position.

5. Return the yellow copy of FORM 0069, Recruitment Request, to the department when recruitment begins, if applicable.

D. Collecting and Processing Recruitment Data on All Applicants.

Department

1. Review resumes received directly from applicants in response to staff position advertisements. Photocopy and retain those resumes of interest.
2. Forward all original resumes, within one week of receipt, to the University Employment Office.
3. Contact applicants directly to schedule interviews. Refer candidates of interest to a University employment center to complete an application for employment if they do not have a current application on file.

Note: No job offer will be extended by a University employment center without a completed application for employment on file.

Employment Center

4. Upon receipt of resumes, either directly from applicants, or forwarded from a University department, request applicant data by mailing FORM 0164 PITT 5019, Staff Equal Opportunity Information Request (Exhibit C) to each applicant.
5. Upon return receipt of the Staff Equal Opportunity Information Request forms from applicants, enter the data collected into the EEO Tracking System.

E. Collecting and Processing Recruitment Data on All Interviewed Candidates.

Department

1. Complete the Interview Section on the yellow copy of FORM 0069, Recruitment Request, entering the data requested on all individuals interviewed, including brief job related comments on their applicability for the position.
2. Complete the Selection Section of FORM 0069, Recruitment Request, indicating the name of the candidate selected for the vacancy.
3. Return the yellow copy of FORM 0069, Recruitment Request, to the appropriate employment center together with the applications and resumes of all individuals who were

interviewed for the vacant classified staff position.

- a. Include information (resumes) on all interviewed employees internal to the department who need not have an application on file with Human Resources in order to be considered for the position.

Regional Campus
Employment Center

4. Forward summary data on regional campus recruitment to the office of Human Resources for data entry.

F. Finalizing the Recruitment Process

Employment Center

1. Upon receipt of the yellow copy of FORM 0069, Recruitment Request, conduct a review of the selected individual's application for employment and salary offered.
2. Contact the applicant and make the job offer.
3. Notify the Department of applicant's decision to accept or decline position.

G. Processing and Reporting Recruitment Data on All Applicants and Interviewed Candidates.

Human Resources

1. Input all data collected on applicants, interviewed candidates, and selected hire into the EEO Tracking System.
2. At the end of the established reporting periods below, forward the recruitment data for that period to the Office of Affirmative Action.

Reporting Periods:

- a. October, November, December, January
- b. February, March, April, May
- c. June, July, August, September
- d. October through September

Employment Centers

3. Retain data on applicants and interviewed candidates on file by position for a period of at least two years.

V. EXHIBITS

Exhibit A, FORM 0069 - Recruitment Request.

Form 0069 - Form Instruction Guide

Exhibit B, Justification Memo.

Exhibit C. FORM 0164 PITT 5019 - Staff Equal Opportunity Information Request.

VI. REFERENCES

Policy 07-01-02, Recruitment Requests: Staff Positions.

Policy and Procedure 07-01-01, Tables of Organization.