Recruitment and Hiring Procedures
Staff Positions

Effective Date: September 1, 2014
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These procedures explain the process for requesting, searching, and hiring for full-time
or part-time, salaried or hourly staff positions.

Step 1. Access the ApplicantPro On-Line Job Requisition System provided by
the Office of Human Resources. If you have not received written
instructions on how to access the site, contact Bruce Burking.

Filling a Vacancy:
- Complete the entire on-line requisition form.
- The suggested wage must be completed. If you do not know, ask for
assistance from HR.
- Vacating employee information: Provide the vacating employee’s name
and relevant information on the form. Also, remember to submit a
completed Personnel Action Sheet
(http://www.depauw.edu/admin/hr/documents/Personnel_Action_Sheet_June_2002.pdf),
showing termination of employment and attach a
letter of resignation, if applicable.
- If the Office of Human Resources has already set up a job template for
your position on the ApplicantPro website, you do not need to submit a
job description. If you cannot find your position listed among the Job
Templates, contact Bruce Burking.

New Position:
- If you have not previously done so, submit the proposed job description to
the HR office so that a Job Template can be created on the ApplicantPro
system.
- Once the Job Template is in place, you can follow the same instructions
as for a vacancy refill above (except that you will mark the position as
“New” on the

Step 2. Submit the Requisition on-line. Principles involved in the approval of
the Requisition will be contacted automatically. You can track the progress of
your requisition on the website.
- The Vice-President will review the request and, if approved, forward the
form to the Director of Human Resources who will secure the signature of
the Vice-President for Finance for budget authorization, and for
processing.
Step 3. Follow-Up with the Office of Human Resources Representative to review:

- The search process, including the placement of ads, a reasonable closing date and the handling of applications (i.e., how much assistance does the hiring department require?)
- Guidelines for bringing candidates to campus (i.e., how many, what expenses will be approved such as travel/lodging for candidates, travel for those interviewing, food/beverage guidelines, who should attend lunch/dinner interviews)
- Whether the hiring manager or HR representative will make the offer
- How notification of the hiring decision will be conveyed to other applicants

Step 4. Identification of final candidates/campus visit approval

- **Academic Affairs Staff Positions:**
  - Search committee chair brings list of candidates and their dossiers desired for on-campus interviews to Jane Griswold in Academic Affairs for the Vice-President's approval and for permission to interview.
  - Instructions will be provided on whom, if anyone should be included as the representative from Academic Affairs in the on-campus interviews and on what expenses will be allowed.
  - Instructions will be provided about who will conduct the reference checks and what to ask.

- **All Other Staff Positions:**
  - Hiring manager brings list of candidates to their respective Vice President for approval and guidance on who will conduct interviews and what expenses will be allowed.

Step 5. Making an offer

- The person agreed upon in the pre-recruitment phase will make the offer contingent upon a background check (formal background check will be conducted by the HR department). The candidate should be made aware that someone in Human Resources will e-mail him/her a form to authorize the background check.
  - Starting date: If at all possible, it should be the first working day of a week in order to facilitate HR orientation.
  - **Transfer date for current DePauw employee:** Must be the beginning of a pay period if the candidate is a current DePauw employee transferring to a new position.

Step 6. Acceptance Notification

- **Hiring manager makes offer:** Upon acceptance of the offer, notify Human Resources of the acceptance. HR will initiate background checking and set the schedule for new employee orientation.
- **HR makes offer:** HR will notify hiring manager of acceptance. HR will process the background check and set the schedule for new employee orientation.
Step 7. Appointment Letter

- **Appointment Letter:** After the offer is made, Human Resources will send an appointment letter to the candidate for his or her signature.
- **Academic Affairs Staff Positions:** The Vice President for Academic Affairs determines who will write the appointment letter. If HR writes the letter, a copy will be sent to the Vice President for Academic Affairs. If the Vice President or his/her designee writes the letter, a copy will be sent to HR.

Step 8. Hiring

- **Complete Personnel Action Sheet:** Vice President must approve the Personnel Action Sheet. [http://www.depauw.edu/admin/hr/documents/Personnel_Action_Sheet_June_2002.pdf](http://www.depauw.edu/admin/hr/documents/Personnel_Action_Sheet_June_2002.pdf)
- **Send Personnel Action Sheet authorizing the hire to the Office of Human Resources** for final processing, entry into payroll and into eServices and to arrange for new employee orientation.