Preamble

It is the policy of Elizabeth City State University (ECSU) to meet its workforce needs through systematic recruitment, selection and career support programs that identify, attract and select from the most qualified applicants for State employment and encourage diverse representation at all occupational levels of the workforce. Selection decisions shall not be made that will constitute unlawful discrimination in violation of State and Federal Law. ECSU has adopted the Career Banding Salary Administration Plan for employees subject to the State Personnel Act (SPA) and is implementing an online employment system for the recruitment and selection process. The following procedures shall be used in the recruitment and selection process for Career Banded positions.

I. Recruitment and Posting of Vacancies

A. When the Division of Human Resources and Payroll (HRP) is notified of a vacancy (letter of resignation, new position established, position banded, etc.) a Requisition (formerly Request to Advertise Position Form) shall be generated by HRP and forwarded to the manager(s), who evaluates the need to fill the vacancy.

1. The supervisor or Department/Unit Head edits the Requisition and submits the form via the online system to the Division Head for approval. The completed form must include required competencies and any management preferences for the position, including specific advertising instructions.

2. The Division Head forwards the approved Requisition to HRP for posting (advertising).

3. Positions shall be advertised as requested by the hiring manager within the online employment system, Personnel Management Information System, and placed on the HR announcement board. Copies of the announcement are placed in the ECSU Employment Opportunities notebook, the department where the vacancy occurs and in the position file.

II. Screening and Selection Process

A. The supervisor or Department/Unit Head shall submit the recommended search committee and interview questions to the Vice Chancellor for divisional review prior to being submitted to the EEO Officer for final
approval. The EEO Officer forwards the approved committee and questions to the supervisor or Department/Unit Head and informs HRP of the approval status.

1. Applications are initially screened by the online employment system as applicants apply for vacant positions and respond to qualifying questions. HRP conducts the next level of screening, after the closing date, based on the competencies required for the position. All qualified applicants are released electronically to the supervisor or Department/Unit Head and HRP gives the search committee access to the qualified applicants via the online system.

2. The names of the qualified applicants are placed on the Applicant Selection Matrix Form and forwarded electronically to the hiring manager along with the Applicant Selection Matrix Instructions.

3. The selection process forms shall be submitted by way of email to the Vice Chancellor/Unit Head. The selection process forms include Applicant Selection Matrix w/Instructions; Structured Interview Guide; Recruitment, Posting of Vacancies and Selection Policy; and policy for any priorities to be afforded (promotional opportunity, veteran’s preference, RIF Policy, etc.)

III. Interview Process

A. The search committee shall screen the applications using the Applicant Selection Matrix and select the most qualified candidates to be interviewed. The committee must submit the names of the candidates, the date, time and location of the interviews, allowing enough time for candidates to be notified. The Supervisor or Department/Unit Head changes the status of the selected candidates to “interview pending”.

1. HR shall prepare the interview schedule and notify selected candidates using the email address they supplied with their application. The interview schedule shall be provided to the supervisor/search committee after confirmations from the candidates are received and/or prior to the day of the scheduled interviews.

2. The Committee shall interview the candidates, tally the scores, complete all necessary forms and return all materials to the Supervisor or Department/Unit Head (hiring manager).

3. The Supervisor or Department/Unit Head shall create a Hiring Proposal (formerly Recommendation for Personnel Action form) and Initial Functional Competency Assessment form for the candidate selected for
the position; both forms, along with selection process forms, notes or other criteria used in the interview process, are forwarded to the EEO Officer for approval.

4. The EEO Officer shall verify that the process was followed, approve the hiring proposal and forward the proposal to the Division Head. The Division Head shall forward the proposal to the Budget Office. The Budget Office shall verify that the funds are available and shall forward the proposal to HRP for processing.

5. The EEO Officer shall forward the Initial Competency Assessment form to HRP.

6. The Salary Administrator shall review the salary for the prospective employee, calculated by the manager, and submit the Hiring Proposal to the Vice Chancellor for Human Resources and Payroll for final approval.

7. Background checks must be completed on all new hires. HRP contacts the prospective employee to sign background check authorization form which is notarized.

8. The Vice Chancellor for Human Resources and Payroll makes a written offer of employment upon favorable completion of background check process. The prospective employee must provide a letter to HRP accepting or declining the employment offer.

9. The Employment Eligibility form (I-9) must be completed within three days once the prospective employee commences his employment date. The information is entered in the Homeland Security database and an immediate response is received.

10. Upon a favorable receipt of the I-9 verification the prospective employee is hired. HRP shall notify all unsuccessful candidates via the online employment system that the position is filled and store all recruitment position materials in the permanent position file.