PURPOSE:

The appropriate authorization is required to initiate any action to fill an open position including any recruitment efforts, advertising, interviewing and offers of employment. Such authorizations insure that positions are necessary and in line with the mission of the University, funding is available, diverse recruiting vehicles are utilized, and position classification and compensation is appropriate.

POLICY:

Butler University is committed to employing, in its best judgment, the best qualified candidates for University positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. It is the policy of the University to provide equal opportunity employment to all internal and external applicants.

DEFINITIONS:

Position Requisition (formerly ‘Request for Position’): Provides information on new or replacement position requests. Completed by the hiring manager and approved by the college dean or associate provost and the Provost (for academic staff positions), or the division vice president (for non-academic staff). Submit to Human Resources Management & Development (HRM&D). Form located at www.butler.edu/hr under Forms, or via Forms Central.

Position Review Request Form: Provides justification for new or replacement position requests. Completed by the hiring manager and accompanies the Position Requisition to HRM&D. Form located at www.butler.edu/hr under Forms, or via Forms Central.

Position Description Questionnaire: Completed by the supervisor for new or restructured positions. It is used by the director of compensation to analyze, classify and assign a salary grade and range for the position. This form can be obtained at www.butler.edu/hr under Forms, or via Forms Central.

Position Review Committee (PRC): Comprised of the Executive Director of Human Resources & Chief Diversity Officer, the Provost and the Vice President of Finance. The PRC reviews requests for positions and makes recommendations to the University President for approval.

“Butler University Employment Application”: Completed by any candidate for staff employment that is invited to the campus for an interview. This form can be obtained from HRM&D.
PROCEDURE:

Steps prior to advertising a position:

1. The hiring manager ensures the director of compensation has classified the position and assigned an appropriate title and salary range. Submit a Position Requisition and a Position Review form to HRM&D. If the request is to fill a vacancy, this paperwork should be received by Friday prior to the week of the PRC meeting. If a position is new or requires (re)evaluation, a two week submission in advance of the PRC meeting is recommended.

2. HRM&D reviews and submits position request paperwork to the PRC. In the case of new or restructured positions, the director of compensation completes the position evaluation and discusses the salary grade and range with the hiring manager prior to forwarding the position request to the PRC.

3. HRM&D notifies the hiring manager and vice president of position approval by the PRC. The hiring manager coordinates writing and placing the ad with HRM&D. The ad must be reviewed and approved by HRM&D prior to its posting.

Position posting and advertisement placement:

1. All open positions must be posted by HRM&D for a period of 5 business days (when the campus is open for business) through the following means:
   a. Placement on the University’s employment website (www.butler.edu/hr, select “Employment” dropdown menu);
   b. Hard copies sent to all University colleges and divisions for general posting;
   c. Hard copies posted on the HRM&D bulletin board outside of JH144.

2. In the event the hiring manager wishes to promote a current employee, the position still must be posted internally. A hiring manager who prefers to not post the position internally must receive prior approval from the Executive Director of HRM&D.

3. Simultaneous with the internal posting, the ad can be placed by HRM&D on CareerBuilder.com (Internet posting). Frequently asked questions for this process can be found on the HRM&D website (www.butler.edu/hr, select the “Employment” dropdown menu).

4. The hiring manager can specify a closing date for the position or can keep it open until he/she feels enough resumes have been received.

5. Exception to the CareerBuilder.com posting: for certain positions in Operations, applicants may complete a Butler University Job Application in the HRM&D office in JH144.

6. Depending on the nature of the open position, the hiring manager and HRM&D may determine the necessity of additional postings in other advertising vehicles (professional journals, websites and listservs; diversity-related websites and print journals; the Chronicle of Higher Education; etc.).

Resume management for open position:

1. Internal candidates may use the CareerBuilder.com process to submit their resumes. Additionally, they may submit their resumes directly to HRM&D, where they are forwarded electronically to the hiring manager. The originals remain with HRM&D for archiving.

2. Employment applications filled out in the HRM&D office (for certain Operations positions) are sent to the hiring manager. After the search is completed, applications for unsuccessful candidates are returned to HRM&D for archiving.

3. External candidates’ resumes (received via CareerBuilder.com) are retrieved by HRM&D and emailed daily to the hiring manager until the search is closed. At that point, the hiring manager instructs HRM&D to remove the posting from CareerBuilder.com and the Butler University employment website.
Interviewing skills training:

Prior to telephone or on-campus interviews, the hiring manager contacts the manager of employment to schedule a meeting to discuss interviewing skills. At that meeting, they also discuss legal vs. illegal/inappropriate questions during interviews.

The interview process:

1. Typically, the hiring manager identifies several top candidates for the first round of interviews. These interviews may be conducted on the telephone or in-person. Interview questions are designed around the position’s required and desired qualifications.
2. Candidates not selected for interviewing are sent email notices of that decision by HRM&D.
3. Once the first interviews are completed, the candidates are ranked, and the top 3-4 are invited to campus for second interviews.
4. During the second interviews, candidates are evaluated based on their responses to job-related questions using the “situational interviewing” technique. They also may be tested on their proficiency in performing certain job-related tasks. For higher-level positions, they may be interviewed by department or division leaders.
5. During the campus visit, each candidate is asked to complete a Butler University Employment Application. Included in the application is a release form, advising them of the Background Check Policy and obtaining their written permission to perform the appropriate checks. (See the University’s Background Check policy at www.butler.edu/hr for details on background check procedures.)
6. During the campus visit, candidates meet with a representative of HRM&D for a benefits overview.
7. If the hiring manager is not satisfied with the candidates, he/she may return to the pool of first interviewees to select additional candidates, or reopen the search to receive more resumes.
8. If the hiring manager selects a final candidate, references are contacted (with the candidate’s permission) and the appropriate background checks are performed (based on the nature of the position). If all checks are positive, the hiring manager can proceed with the hiring process. (See the University’s Background Check policy for steps to take if the findings are adverse.)

The hiring process:

1. Upon selection of the final candidate, the hiring manager and the director of compensation collaborate on the most appropriate salary offer. The hiring manager may extend a verbal offer at that point. The hiring manager notifies HRM&D of verbal acceptance by the candidate and the hire date.
2. HRM&D initiates a written offer of employment. The hiring manager receives a copy and two copies are mailed to the final candidate. One copy is for the candidate’s records; the other is returned, signed by the candidate, to HRM&D. Upon receipt of the signed offer, HRM&D closes out the hiring process.
3. The second interview candidates who were not selected are sent personal letters by the hiring manager, informing them of the decision.

COMMUNICATION OF POLICY:

A copy of this and other Human Resources policies are available in print in the Human Resources Management and Development (HRM&D) office and online at the HRM&D website www.butler.edu/hr. A summary of this policy is provided in the University Staff Handbook and may appear in other publications prepared by HRM&D. Questions regarding this policy may be directed to your supervisor, department head, vice president, college dean or a representative of HRM&D.