

Employment Procedures – Faculty and Staff

Here are the steps to follow to make sure your hiring process runs smoothly

1. FACULTY & STAFF POSITION REQUISITION FORM

All **new and replacement** positions require a **Faculty & Staff Position Requisition** and must be signed off by the requesting Manager and the area Vice President. Please follow the instructions. The requisition must be filled out completely, attach a current position description and forward it to the Budget Office. The Budget Office will forward the requisition to the President's Cabinet for approval. Once approved the requisition will be sent on to Human Resources who will notify the department of the approval and assist in advertising the position. **No advertising should be placed until the requisition is approved.**

Specific to College of Health Professions Faculty Positions: The College of Health Professions Personnel Committee is tasked with reviewing all CHP faculty searches after approval by the President's Cabinet. The purposes of the review is to approve Search Committee membership recommended by the respective Dean/Director to ensure that the committee makeup represents an appropriate mix of faculty representatives of the program, as well as faculty from another programs on campus; review job descriptions to ensure that outside candidates will be encouraged to apply and to ensure that a statement of diversity is included in the description of the job. Deans/Directors will forward a proposed list of search committee members and job descriptions to the Chair of the CHP Personnel Committee. The Chair will disseminate these items to the entire Personnel Committee for suggested changes/approval. The Chair will forward revisions to the Dean/Director with approval.

Position Requisition forms are available on the HR webpage under Forms at:

<http://www.pacificu.edu/hr/forms/index.cfm>

2. POSITION ANNOUNCEMENT/ADVERTISING

Once notified that the position is approved the requesting department must forward a copy of the current job description electronically to Human Resources. Announcements for open positions will be posted on the Employment section of the Pacific University web page, at <http://www.pacificu.edu/hr/forms/index.cfm>

HR will place the advertisements for open positions as indicated on the requisition form. The hiring department is responsible for placing ads in discipline specific publications. The hiring department is also responsible for the cost of all advertising, with the exception of those publications which the university has a blanket subscription to (Higher Ed Jobs.com and the National Minority Faculty Identification Program). **Information** must be received in Human Resources by Thursday 3:00 p.m. in order to make the following Sunday *Oregonian*. *Oregonian* ads will run for one Sunday only, unless sufficient applications are not received.

3. RECEIVING APPLICATIONS/RESUMES

All applications for staff will be received in the HR Office. Application information for faculty positions will typically be received in the department office per the department's request. **All applications will be uploaded to the vault and a link will be sent to the hiring manager or individual assigned to receive applications. Current employees who meet the required qualifications making application to on-campus positions will receive an interview.**

Employees who have not completed their orientation period may not apply or be recruited for another position within the university.

4. INTERVIEWING

Interview guidelines can be found at <http://www.pacificu.edu/hr/forms/index.cfm#Employment> (see Interviewing & Recruitment PowerPoint).

NOTE: When your applicant arrives for their interview, please ask them to complete a Pacific University Employment Application. Upon hiring, you will attach the application and 2 sets of interview notes to the completed Personnel Action Form for your new employee (see #9 below).

5. REFERENCE CHECKS

Telephone reference check guidelines can be found at <http://www.pacificu.edu/hr/forms/index.cfm#Employment> (see Interviewing & Recruitment PowerPoint). **Upon hiring, you will attach 2 reference checks to the completed Personnel Action Form for your new employee (see #9 below).**

6. DETERMINING IN-HIRE RATES/PAY GROUPS

The staff pay group structure includes a minimum, mid-point and a maximum. The hiring range is between the minimum and the midpoint and should not exceed that without prior consultation with the Director of Human Resources. The pay rate for a new employee should be determined by considering the potential employee's actual work experience in relation to the position being filled and their demonstrated ability to perform the responsibilities of the new job. The in-hire rate and title should be determined with consultation from the HR office in order to maintain equity and consistency among staff salaries. Human Resources maintains the current CUPA-HR salary surveys for staff positions.

Faculty in hire rates are determined by the Dean and/or Program Director using appropriate market information. Human Resources maintains the current CUPA-HR salary surveys for faculty.

7. BACKGROUND CHECK

All benefit eligible staff and faculty positions require a background check. **The offer of employment must be made contingent upon the successful completion of a background check and demonstrated immigration eligibility under US law**. The applicant must complete the Background Authorization Form. The Background Authorization Form is available through the Human Resources office or on the HR webpage under Forms at: <http://www.pacificu.edu/hr/forms/index.cfm>

8. APPOINTMENTS/OFFERING THE POSITION

Staff Positions

Job offers will be made by the hiring manager in conjunction with the Human Resource Office. After a final candidate is chosen and the in-hire rate determined the candidate will be offered the position by the hiring department. **NOTE: Pacific University current procedure is to do background checks on all benefit eligible faculty and staff employees. If the position requires a background check, the offer must be made contingent upon successful completion of a background check and demonstrated immigration eligibility under US law.** Applicants who have been interviewed and not selected will be notified by the hiring department and informed that they have not been chosen.

Faculty Positions

Job offers will be made by the Dean or Program Director. **NOTE: Pacific University current procedure is to do background checks on all benefit eligible faculty and staff employees. If the position requires a background check, the offer must be made contingent upon successful completion of a background check and demonstrated immigration eligibility under US law.** Applicants who have been interviewed and not selected should be notified by the hiring school or college that they have not been chosen. Please keep all search committee materials.

9. PERSONNEL ACTION FORM

The hiring manager must complete a **Personnel Action Form (PAF)**

**Required Attachments to PAF: 2 sets of interview notes from members of search committee
2 reference checks
Completed Pacific University Employment Application
Resume or Curriculum Vitae**

and submit it to the Budget Office, so the newly hired employee can be properly paid and charged to the correct account. It is important that this form is filled out completely so we have the correct directory information for the new employee. **Please do not send confidential salary information through intercampus mail.** Upon receipt of the Personnel Action Form with required attachments, Human Resources will send an Offer Letter (for staff) to the successful candidate, confirming the job offer.

The hiring manager should call Human Resources at 503-352-2237 make an appointment for the newly hired employee to come to the HR on their first day and fill out required paperwork and receive the appropriate orientation schedule. As part of our new hire process your new employee will be asked to complete a Form I-9 in compliance with the Immigration Reform and Control Act. As part of this compliance he/she must present us with documents which identify and indicate eligibility to work in the United States, such as a driver's license, social security

Revised 01-2012

card or US Passport. He/she will also need to complete and submit benefits enrollment forms within 30 days of date of hire. Once the new hire paperwork is filled out completely an email account will be issued the following day.

10. NOTIFY HUMAN RESOURCES

- a. Clearly identify the name of the individual who was hired (attach application to PAF)
- b. Clearly identify the names of the individuals who were interviewed.
 - a. The hiring manager should contact all interviewed applicants to let them know that the position has been filled by another candidate.
- c. The Human Resource Office will notify the other applicants that they have not been chosen.

Supervisor's Onboarding List for New Staff Members

First days at a new job can be stressful. Here's a checklist to help you orient your new employee and make their first impression of Pacific a memorable one.

- Don't keep your new employee waiting around on their first day. Be ready for them.
- Make sure you've made an appointment to bring your new staff person to Human Resources to fill out paperwork and receive benefits information.
- Make sure they have their Email Account, Boxer ID Card, and Parking Permit
After all the required new hire paperwork has been completed and entered into Datatel by Human Resources, University Information Services will set up the new employee's e-mail account in approximately 24-48 hours. Call the HELP DESK at ext.3132 or email help@pacificu.edu for specific questions regarding e-mail. Once their employee data has been entered in to system, please bring your new employee to:
 - Pacific Information Center in Washburn Hall to get a Parking Permit.
 - Campus Public Safety office at 2128 College Way, to have a photo taken and receive a Pacific University Boxer ID Card
- Make sure their desk/office is stocked with supplies and ready for them.
- Contact the Facilities Department to obtain office keys.
- Give them their Telephone # and UC Box #.
- Tell them the location of restrooms.
- Tell them about lunch and break periods and the location of lunch/break facilities (make sure the new staff member has an invitation to lunch on the first day of work).
- Take them on a tour of campus.
- Did he/she get signed up for PUNN when first logged in to "My Account" on the Pacific University home page?
- Introduce them to people in the department and to those in other departments with whom the new staff member will be working. Introduce them to your leader.
- Explain department-specific practices (how to ask for time off, who to call if sick, appropriate dress, how to answer the telephone, etc.).
- Arrange for any special training they need to do their job (accounts payable, purchasing, budget, Datatel, etc). Make sure they have time to complete any orientation requirements (sexual harassment training).
- Give them a copy of your division's organizational chart.
- Give them a list of contact people that they will need to know.

- Explain the orientation period review and your performance expectations. Show them the Performance Management Review form so they know what to expect.
- Celebrate their arrival. Put a notice in PUNN to let the campus know that you added a new member to your team.

***PLEASE ATTACH THIS CHECKLIST TO YOUR 90-DAY ORIENTATION REVIEW WHEN YOU
TURN IT INTO HUMAN RESOURCES***