



Procedure 6.26: University Recruitment and Hiring Process

Volume 6

Managing Office: Office of Human Resources

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PURPOSE

This procedure is established to outline the recruitment and hiring process at Alabama A&M University (AAMU).

Effective talent management is composed of several elements —job analysis, recruitment, selection and on boarding. This procedure will provide the steps required to recruit and hire a new employee.

RECRUITMENT PROCESS

When a department identifies that there is a staffing need, the department is required to observe the following within the recruitment process:

1. The supervisor should be contacted to verify that he/ she approves that the department has a staffing need within their department.
2. An approved designee for the department should contact the Office of Human Resources to assist with job description, job classification, and salary grade/tier using the University faculty and staff salary schedules. Each position must have a job description on file in the Office of Human Resources.
3. The department's administrative support will submit a posting form using Interview Exchange on the AAMU Single Sign On page. If you have any questions regarding Interview Exchange, please contact the Office of Human Resources.
4. After the posting form is fully approved, the announcement will be posted on the AAMU website, HigherEdJobs.com (and other employment websites as necessary per the department's request) to attract the top candidate.
5. The announcement should be posted/advertised not less than five (5) working days for staff and ten (10) working days for faculty positions.
6. The hiring unit or search committee can review the job applications and conduct job interviews after the position is closed if there is a closing date or during the process if the position is open until filled.
7. Once a selection is made, the hiring process will be followed (see below).

HIRING PROCESS

1. Upon completion of the interview process, the department's administrative support will enter a hire form using Interview Exchange on the AAMU Single Sign On page.
2. The salary is determined by the Office of Human Resources utilizing the years of related experience and the approved salary structure.
3. Once the hire form is fully approved, a background check must be conducted on the candidate using a third-party vendor. The Office of Human Resources will contact the candidate of choice to initiate the background check.
4. The background authorization form is emailed to the candidate and the hiring manager will be copied. The background authorization form is mandatory in order to conduct the background screening.
5. Upon receipt of the background authorization form, the Office of Human Resources submits the information to the background vendor. The background screening process may take two (2) to seven (7) business days to process.
6. Upon receipt of the background screening report, the Office of Human Resources reviews the report and if clear, HR notifies the hiring manager that the candidate passed the background screening and an offer of employment will be extended to the candidate on behalf of the Senior Personnel Officer designated.
7. The selected candidate is notified and extended an offer of employment. If the candidate accepts, the hiring supervisor is notified and HR begins the online on boarding process.
8. If the selected candidate declines, then the hiring manager can make another selection and the hiring process is repeated.

CREATING A REQUISITION (Posting or Hiring Form)

To create a requisition, please access the Interview Exchange Employer Manual by visiting the website of <https://support.interviewexchange.com/articles/#!/employer-ats/creating-requisitions>.

Below, is a summary of what is outlined in the Interview Exchange Employer Manual.

1. To create a requisition, the department's administrative support should access AAMU Single Sign On page and click the Interview Exchange tab.
2. Click the "requisition" tab on the left side of page.
3. Click "add new requisition."
4. Select "template."
5. Select "posting form/hire form."
6. Enter information for all fields marked with a red asterisk.
7. On the posting form, please attach a job description under the "add a note/ask a question" section.
8. On the posting form, for the 1-10 minimum requirement related questions to further screen candidate qualifications, the questions should be associated with the required minimum position requirements on the job description.
9. Please select the "save" change at the bottom of the page. Then, this will take you to next page which is the "job details page." This is the page where you will enter the job description. Please be sure to select the "save" change.
10. On the Approval Page, select the approvals, save changes, and submit the form.

If there are additional questions about the recruitment and hiring process, please contact the Office of Human Resources via phone (256.372.5835) or email (human.resources@aamu.edu).