Ohio Wesleyan University Search/Recruitment Procedures

Search Plan Document - #xxxx-xxxx (*HUMAN RESOURCES will generate #)*

1. **Department:** _____ **Dept. Account Number:** _____

2. **Position Title:**

Is this a new or replacement position? ☐ New Position ☐ Replacement Position

If replacement – Include name of last employee in position: _____

*** Positions require a Funding Source Acct#** _____

Provide Detail for funding source: _____

_____

_____

_____

3. **Candidate Target Start Date:** _____ (Allow 2 weeks for background screening)

4. **Application Deadline:** _____ **Application Review Start Date:** _____

5. **Position Type:**

☐ Staff Position ☐ Faculty Position

☐ Hourly ☐ Hourly Rate: _____

☐ Salary ☐ Annual Rate: _____

☐ 9 Months ☐ 10 Months ☐ 11 Months ☐ 12 Months

6. Work Hours:

☐ Part-Time (hrs/wk_____) (annual hours_____)

☐ Full-Time (hrs/wk_____) (annual hours_____)

7. Annual Hours & Benefit Eligibility Impact:

Check one box below: This number of annual hours must match department budget information:

☐ 999< (no benefits) ☐ 1,000-1,299 ☐ 1,300> (full benefits) ☐ 1,950 (37.5 hrs/wk) ☐ 2,080 (40 hrs/wk) ☐ Other _____

1,300 annual hours is the minimum threshold for full time benefits

8. Search committee members (Recommend 3 – 5 and an odd number to avoid stalemate votes):

Each search committee must have one (1) member from outside the position's reporting division.

Search Chair:

Committee Members: a. b.

c. d.

ACTION REQUIRED:

_____ _____

Vice President/Cabinet Member **Date**

_____ _____

Hiring Manager Signature **Date**

_____ _____

Human Resources Director Signature **Date**

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9. **Advertising and other contacts:**
List the names of all journals, newspapers, placement services, and other contacts, including recruitment efforts at meetings, mailings, and personal contacts.

Are there internal candidates, candidates from previous searches, or unsolicited applications that will be considered? What proactive efforts will you make to reach diverse candidates?

Indicate the geographic area, professional membership, or special groups, such as minorities or women. ***All ad final copies as well as the decision for number, length, and placement of ads will be determined by the Director of Human Resources (with cost, consistency, legality, etc. being factors)***.

Advertising to be placed and paid for by Human Resources

- OWU Web Site (all positions)
- The Chronicle (faculty positions only)
- higheredjobs.com (exempt staff and faculty)
- Higher Education Recruitment Consortium (exempt staff and faculty)
- Facebook (main OWU and Alumni pages)
- Indeed.com (staff positions only)
- Columbus Dispatch (TBD based on position)
- LinkedIn (main OWU and Alumni pages)
- OWU Daily (hourly staff only)
- Ohio Means Jobs (staff only)
- VeteranJobListings.com (staff only)
- We Salute – formerly Veterans Advantage (staff only)

Human Resources will submit the posting to the above sources automatically. All other ads are the responsibility of the Search Committee.

10. Description of screening and selection process: This section can be edited by the search chair. The process below is only an example. More detail and criteria specific to the position is encouraged.

- Each application will be circulated among search committee members and rated on a scale of 1-5, with 1 being the highest
- A list of top candidates that will be phone interviewed
- A short list of candidates will be invited for a campus interview
- The search committee will conduct reference checks on all finalists
- A second interview will be conducted, if required
- Forward a copy of ads placed by the search committee to Human Resource. Include the ad placement dates.

11. Criteria to be used in evaluating candidates.

- Minimum required qualifications as stated in the announcement
- Personal Interview
- Reference calls and letters of reference (References will be called for top candidates.)

Additional job ad placement sites not listed above:

_____

_____

The signature of the Search Chair below acknowledges approval to begin this job search and confirmation that members of the search committee have been provided a copy of the search plan, and agree to their responsibilities in this search.

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OWU Job Posting Template

Ohio Wesleyan University, a selective, private, undergraduate liberal arts, residential institution founded in 1842 and located just 20 miles north of Columbus, is seeking candidates for the position of _____. This is a _____(*salaried/hourly*), _____ (*Full time/Part time*) position with benefits *(if applicable)*

In developing the job posting, be clear in describing the position and requirements in order to broaden the applicant pool. Focus on transferable skills to help widen the appeal to potential applicants.

About the candidate:
Describe the background, work experience, professional skills that you are looking for in the candidate. (Usually three or four sentences)

About us:
Describe your department and the working conditions for this position. Let the candidate know what is appealing about working in your department. (Usually three or four sentences)

Job Summary:
Include an introductory job overview info here (usually five to six sentences)

Responsibilities and duties:
Describe key job responsibilities here (five to six bullet points)

Factors contributing success:
Place minimum and preferred qualifications text here

Completed application packets will include:
1) Cover Letter with salary requirements.
2) Resume or Curriculum Vitae.
3) References will be requested for top candidates.
4) Application review will begin immediately and will continue until the position is filled.

WHAT WE OFFER:
Ohio Wesleyan University offers a rewarding place to work! To discover why OWU should be your next work home, visit our website. Learn more about our benefits at Discover our Benefits. As an equal opportunity institution, we do not discriminate on any basis including: race, religion, color, culture, national origin, sex and/or sexual orientation, gender, gender identity and/or expression, age, marital status, veteran status, disability status, economic barriers, or any other legally protected factor.

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TOP CANDIDATES

Diversity in the candidate pool must be evaluated and discussed before initial screening of candidates and **prior** to interviewing candidates. The Search Committee Chair may discuss their pool with Human Resources where additional support is needed. Where needed, additional advertising and recruiting efforts may be necessary prior to moving forward with candidate interviews.

List the top candidates.

	Name	Committee Ranking
1.		
2.		
3.		
4.		
5.		

My signature below, as search chair, indicates that the search committee knows and approves the contents of this completed form.

Search Committee Chair Signature Printed Name Date

HIRING REPORT Recommended Candidates:

List candidates interviewed on campus, in ranking order by the search committee. Include a brief explanation.

Candidate Name	Ranking	Reason

Search Chair (and committee) recommendation for employment offer

Candidate Name	Compensation Offer Recommended (administrative positions only)	Target Employment Start Date

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Data Requirements for New Hires

This form must be filled out to complete new hire offer letters and to enter new employees into the HRIS (Human Resources Information System) so that the employee is able to complete the hiring process and have an email account created.

Current OWU employee? No **If yes, indicate current title:** _____

_____ _____
Position Title **Department Name/Cost Center Number**

Immediate Supervisor's Name: _____ **Attach the Job Description**

_____ _____ _____
Candidate Name (First Name **Middle Initial** **Last Name)**

_____
Current Mailing Address (Street Number, Apt. No., Street Name)

_____ _____ _____
City **State** **Zip Code**

Personal Email Address: _____

Home/Cell Telephone Number: _____

Gender: ☐ **Male** ☐ **Female**

Target/Effective Date of Hire: _____

Status (Category of Employment – please select from following)
☐ Hourly ☐ Salaried
☐ Administrative ☐ Faculty
☐ Part-time ☐ Full-time

Rate of Pay (hourly or annual basis) _____ ☐ **Hourly** ☐ **Annually**

Annual Number of Hours Budgeted: Check one box below--these numbers must match the pre-approved department budget.
Refer to the funding source-page 4 of the search plan.

☐ 999 (or less = no benefits) ☐ 1,000-1,299 (partial benefits) ☐ 1,300 (full benefits) ☐ 1,950 (37.5 hrs/wk)
☐ 2,080 (40 hrs/wk) ☐ Other _____

Less than 12-month employees:
Annual begin date_____ Annual end date_____ Number of Hours/Week _____
Name of Employee previously in position: _____

Assigned Campus Address (Building and Room Number): _____
Anticipated Campus Telephone Extension: _____

Approvals needed to extend job offer:
Vice President or President's Cabinet Member: _____ **Date**_____
The VP signature indicates prior authorization by the University President.
Department Manager: _____ **Date**_____
Human Resources Approval: _____ **Date**_____

Please contact Human Resources at hr@owu.edu or (740) 368-3388 with any questions about the process.

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Search Toolkit Process Summary

The following search process information and integrated forms are provided to assist you through the recruitment process. The Human Resources staff are your partners in this process and are focused on helping you hire the best candidate for your open position.

The information provided highlights the stages of the recruitment process.

Initiating the Search:

1.) Approval from the University President must be secured prior to initiating any job search process. Signatures from President's Cabinet members, as required during this process, confirm that the necessary authorization from the University President has been obtained.

2.) Non-faculty searches require approval by the Division Vice President and/or President's Cabinet member before any position can be posted. Faculty search plans must be approved by the Provost.

3.) New Positions - the funding source and description must be provided for the new position.

Job Description:

4.) Attach the Job Description to the search tool submitted to Human Resources.
The job description is different from the job posting. The job description is a comprehensive document defining the role. The job posting is an abbreviated definition of the job used for advertising. The job description may be provided to top candidates interviewed on campus. The job description would be provided to the candidate hired with the offer of employment. The Hiring Manager will review and update the Job Description to be shared with candidates during the hiring process.

Job Ad Creation and Placement:

5.) Human Resources will place the ads specified in the search plan and may modify ads for different venues, to control costs, or to provide consistency in certain languages across all ads. To maximize visibility of the job opening, the hiring department/search committee are urged to identify additional professional, functional or network groups or sites beyond those suggested by Human Resources. Copies of the additional ads and ad placement date information should be shared with Human Resources.

6.) At the onset of the search, Human Resources will meet with the Search Committee Chair to discuss the recruiting and advertising strategy with an emphasis placed on broad and specific advertising in order to attract a qualified and diverse pool of candidates.

The hiring department and search committee members are requested to utilize their personal and professional networks to help advertise the position. (E.g., share the posting with your personal LinkedIn network, posting the position with the professional associations for your functional area, sending the posting to colleagues at other institutions.) The more widely the position can be advertised the more likely we will attract a qualified and diverse candidate pool.

Candidate Application Review and Interviewing:

7.) Candidates can apply on the OWU job site at: OWU Jobs or through the external sites used to post the position. Where possible, all sites will be linked back to the OWU applicant tracking system enabling the hiring department manager and search committee members to efficiently access applicant materials. All candidates applying through the tracking system will also receive an acknowledgement of their application materials. The

system is also used to track candidate status changes, for initiating the background check and changing the top candidate status to hired. Human Resources can provide additional info about this system to help maximize its use through this process. When needed, for Faculty positions, a manual application process flow can be created.

8.) Search committees will review applications (consistent with the process outlined in the search plan) and rank candidates. Internal candidates who meet the minimum qualifications should also be considered for an interview.

9.) Initial phone screens or virtual interviews are suggested prior to on campus interviews. Initial interviews are typically 20-30 minutes and this ensures that the best candidates are on campus. Human Resources can assist with phone/virtual interview questions, if needed.

10.) Diversity within the candidate pool must be evaluated and discussed with Human Resources **prior** to interviewing candidates. If necessary, additional advertising and recruiting efforts may be necessary prior to moving forward with interviews.

11.) During the screening, interview process, prior to bringing candidates to campus for final interviews, the search chair should discuss the candidate's salary requirements and the position salary range with the candidates to affirm their continued interest. This discussion will confirm mutual continued interest to proceed with the process.

12.) During the candidate screening process, the search chair will ask each candidate if they are legally eligible to work in the United States and inform the candidates that proof of their eligibility to work in the U.S. must be provided if they are selected for hire.

13.) For Faculty search chairs will follow additional search process steps as required by the Provost's Office.

14.) Following the on-campus interviews, the search team should again meet to discuss interviews and to rank their candidates according to the ranking method(s) outlined in the approved search plan.

15.) Additional interviews may be scheduled, when needed, in order for the committee to make a confident candidate selection, and hiring recommendation.

Candidate Travel:

16.) For candidates traveling more than 50 miles to campus to interview, mileage and travel expenses, consistent with the university's travel policy, will be reimbursed by the hiring department.

Candidate Hiring Recommendations, Approvals Required and Job Offers:

17.) For non-faculty positions, the search chair will submit the committee's hiring recommendation to the hiring manager and will seek approval of their Vice President on the hiring report details before submitting the completed report to Human Resources with the Data Requirement Form. For non-faculty positions, this senior level approval is needed to move forward with a verbal job offer to the top candidate. Human Resources will prepare and send a formal written offer letter to the top candidate based on the details in the Data Requirement Form.

18.) Faculty job offers are made by the Provost Office. Faculty appointment contracts are issued by the Provost's Office.

Background Check and Reference Checks:

19.) All job offers are contingent upon successful completion of the background check and reference checks. No candidate will be employed prior to successful completion of a background check and references.

20.) Human Resources will send the formal offer of employment letter and information regarding the required background check. Successful completion of the background check is an OWU employment requirement. The search chair or the hiring manager will complete the final candidate reference checks. Human Resources will also send candidates offered benefit eligible jobs information regarding OWU's benefit plans. Following successful completion of the background check, all new hires are sent an email telling them to schedule an appointment with Human Resources in order to complete their new hire, payroll paperwork and benefit enrollments, where appropriate.