Ohio Wesleyan University Search/Recruitment Procedures

Position Title: 
Search Number: #1718 - 
Search Start Date: 

The latest version of the search/recruitment paperwork is attached for your use in your upcoming search. Please remember that the Human Resources Department is available to assist you to ensure you have a successful search for the best candidate to fit your needs.

The sequence of the documents and approximate timing include:

1.) Non-faculty search plan proposals are to be signed by the search committee chair and responsible Vice President/Officer and then submitted to the Director of Human Resources – University Hall, Room 003. Faculty search plan proposals must be submitted to the Provost’s office for approval. After final approvals have been obtained, the search plan documents must be submitted to the Director of Human Resources.

2.) After a review by Human Resources, a search number will be assigned and the search plan (with any changes/additions/deletions) will be returned by e-mail to the search chair with comments, questions, and ultimately an approval for the search committee to move forward.

3.) Human Resources will review, modify as needed, and place the ads specified on the search request form to jobs.owu.edu, Columbus Dispatch, higheredjobs.com, Diverse Issues in HigherEd, Five Colleges of Ohio job site, Great Lakes College Associate website, and the Delaware Gazette (hourly positions only). Human Resources will forward a copy of the ad after it has been approved/modified to the search chair. Human Resources will modify ads for different venues, to control costs, or to provide consistency in certain language across all ads. For faculty positions, in addition to the postings listed previous, Human Resources will post on-line with the Chronicle of Higher Ed. Department/search chairs will be responsible for placing all other ads or list-serv advertisements and their associated costs.

4.) For Hourly Staff Positions, Human Resources will post the position announcement in OWU Daily twice in the first week of the search.

5.) For non-faculty searches, application materials must be e-mailed to jobs@owu.edu and Human Resources will forward them to the search chair daily. We discourage paper submission of application materials. Applicants are not required to fill out an OWU application prior to their on-campus interview.

6.) All faculty search applications will be sent directly to the search chair. The Human Resources Department does not monitor, track, or hold faculty applications. If a faculty search would like electronic submissions sent to Human Resources, please indicate that in your advertising documents. Note that Human Resources cannot process paper application materials.
Ohio Wesleyan University Search/Recruitment Procedures

7.) Search committees will then review applications (consistent with process outlined in search plan) and rank candidates accordingly. NOTE: All internal candidates who meet the minimum qualifications should be considered for an interview.

8.) It is highly recommended for most searches that a phone interview process takes place prior to inviting candidates to campus. Phone interviews should be brief (no more than 20-30 minutes) and it ensures that you are bringing the best candidates to campus for a time consuming interview process. A list of the candidates interviewed by phone should be forwarded to Human Resources at the end of the search process. Human Resources has sample phone interview questions and forms.

9.) Prior to bringing candidates on campus the search chair should discuss the position salary or range with the candidate(s) to affirm their continued interest. This is not a salary negotiation but rather confirmation of mutual continued interest to proceed with the process.

10.) For faculty candidates, faculty search chairs must contact the administrative assistant in the Provost’s Office prior to contacting candidates to set up interviews. This contact must be made to coordinate the Faculty Personnel Committee’s and Provost’s schedules for the on-site interview dates.

11.) Final Candidate(s) may be required to complete an OWU application as well as the authorization for permission to inquire into their professional background. Applications do need to contain a physical signature. Candidates should fill out the application while they are on campus or they can bring a completed copy with them to the interview.

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

13.) Subsequent interviews may be scheduled, if the search committee deems it necessary, in order for the committee to make a selection recommendation.

14.) Reasonable mileage and travel expenses will be reimbursed by the hiring department for candidates traveling more than 50 miles to campus for an interview. When candidates are on campus, copies of receipts, etc. should be obtained along with the candidate’s social security number so that a check request can be submitted by the department interviewing/hiring the candidate.

15.) Once the committee has made their recommendation and vetted it with the hiring area’s Vice President or his/her designee, the hiring report is to be completed and submitted to Human Resources for all positions (faculty and non-faculty), and, for faculty positions, a copy should be submitted to the Provost’s office. Search committees recommend a candidate to hire, but they do not make the final decision.
16.) Upon receipt of approval from the Director of Human Resources, a verbal offer of employment may be extended to the candidate (with faculty search chairs coordinating all offers and negotiations with the Provost). *The Data Requirement for New Hires form is to be completed and returned to the Human Resources Department immediately for preparation of a formal written offer of employment letter which will be communicated to the candidate by the Human Resources Department.*

17.) The formal offer of employment letter including information regarding OWU’s benefit plan will be sent to the new employee. The letter will include a request for the new employee to make an appointment with Human Resources on their first day of employment in order to complete payroll paperwork and benefit enrollments.

18.) Search Chairs should not send any written offer to candidates. Written employment offers are generated by the Human Resources Department.

*In no event should a new employee commence work without having received the formal employment letter and the completion of pre-employment paperwork. The new Hire Data information is the last sheet in this packet. In order to generate Email, passwords and ID numbers this information is a must-have prior to the new hire’s start date.*
Ohio Wesleyan University Search/Recruitment Procedures

Search Plan Document - #1718 - (HUMAN RESOURCES will generate #)

1. Department:

2. Exact Title, including Faculty Rank if applicable:

3. Job Description:

4. Date job begins:

5. Date by which appointment should be made:

6. Deadline for acceptance of application:

   Review of applications will commence on:

7. What type of position is this?

   A. ☐ Regular ☐ Temporary

   B. ☐ Hourly ☐ Salary ☐ Faculty Position

   C. ☐ 9 month ☐ 10 Month ☐ 11 month ☐ 12 month

   D. ☐ Part-Time (annual hours__________) ☐ Full-Time (hrs/wk__________)

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

8. Anticipated salary or range:

9. If temporary give approximate duration:

10. Is this a new or replacement position: ☐ New (Board Approval Obtained? ☐ Yes ☐ No)

    ☐ Replacement – List name of last employee in position: ____________________________

11. Responsible Officer:

    ☐ President
    ☐ Provost
    ☐ Vice President for Enrollment
    ☐ Vice President for University Advancement
    ☐ Vice President for Finance & Administration
    ☐ Vice President for Student Engagement & Success
    ☐ Chief Communications Officer

12. Membership of search committee (recommend 3 – 5 and an odd number to avoid stalemate votes):

    a. Search Chair -
       Committee Members –
       a. 
       c. 
       b. 
       d. 

OWU Search Plan – revised Sept 2017

4
Ohio Wesleyan University Search/Recruitment Procedures

Each search committee must have one (1) member from outside the position’s reporting division, and 1 member of the committee must be assigned as the Equal Employment Opportunity representative.

13. 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 efforts will you make to reach minorities and women?

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).

<table>
<thead>
<tr>
<th>Source Name</th>
<th>Date Ad will appear</th>
<th>Region reached</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. OWU Web Site</td>
<td>ASAP</td>
<td>Internet</td>
</tr>
<tr>
<td>2. The Chronicle (faculty positions only)</td>
<td></td>
<td>National</td>
</tr>
<tr>
<td>3. Columbus Dispatch</td>
<td></td>
<td>Local</td>
</tr>
<tr>
<td>4. higheredjobs.com</td>
<td></td>
<td>National</td>
</tr>
<tr>
<td>5. Diverse Issues in HigherEd</td>
<td></td>
<td>National</td>
</tr>
<tr>
<td>6. OWU Daily (hourly staff only)</td>
<td></td>
<td>Campus / Local</td>
</tr>
<tr>
<td>7. Five Colleges of Ohio website</td>
<td></td>
<td>State</td>
</tr>
<tr>
<td>7. Great Lakes College Association website</td>
<td></td>
<td>Regional / National</td>
</tr>
</tbody>
</table>

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

14. 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

15. Criteria to be used in evaluating candidates.

- Minimum qualifications as stated in the announcement
- Personal Interview
- Reference calls and letters of reference
Ohio Wesleyan University Search/Recruitment Procedures

The signature of the search chair below acknowledges that members of the search committee have been provided a copy of the search plan and agree with the plan approach (as outlined in the search plan).

__________________________________________________________  Extension  Date

Search Committee Chair

__________________________________________________________  Date

Vice President/Provost

__________________________________________________________  Date

Vice President for Finance and Administration

__________________________________________________________  Date

Director of Human Resources

________________________________________________________________

HUMAN RESOURCES USE

Approval from the President must be obtained for all non-faculty positions prior to posting any position. Copy of e-mail approval will be attached to the search plan kept by Human Resources.

President’s Approval: _____________(date)
Ohio Wesleyan University Search/Recruitment Procedures

OWU job posting template

Ohio Wesleyan University (www.owu.edu) is a selective, private, undergraduate liberal arts, residential institution founded in 1842 and is located just 20 miles north of Columbus.

The Department of __________________________ invites applications for _____________________ (title of position)

*Place introductory ad text here (usually one to two sentences)*

**Responsibilities:** *Place responsibilities text here*

**Qualifications:** *Place minimum and preferred qualifications text here*

Completed application packets will include:

1) Cover Letter with salary requirements
2) Resume or Curriculum Vitae
3) The names, titles, and contact information for three professional references

*Please e-mail application materials to: jobs@owu.edu*

Application review will begin immediately and will continue until position is filled.

Ohio Wesleyan University is strongly committed to diversity within its community and encourages all interested applicants, including women and minorities, to apply (EEOE).
SELECTION REPORT

List by name with e-mail addresses, the candidates that you phone interviewed:

List by name the top (up to five) candidates in the order in which the committee ranked them. Attach their completed application packages for review by the Director of Human Resources. Indicate the number and names of those you intend to invite for interviews.

<table>
<thead>
<tr>
<th>Name</th>
<th>Committee Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
</tbody>
</table>

Attach ad copy of all ad(s) placed by search chair as it/they actually appeared, including date(s) ad(s) ran if they were not previously submitted.

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

Provost Signature (approves faculty hires)

Date

cc: All Search Committee Members
Director of Human Resources
Provost’s Office (for faculty)

Director of Human Resources - signature acknowledges Search Chair’s authorization to contact candidates

Date
Ohio Wesleyan University Search/Recruitment Procedures

HIRING REPORT

1. Exact Title of Position:

2. Recommended Candidates:

List by name the candidates interviewed on campus, in the order in which the search committee finally ranked the interviewees. Clearly define final ranking and give a brief explanation of the reasons for the final ranking. Clearly indicate the outcome of the consideration of each of the finalists (candidate withdrew, etc.). Attach the application packet of any interviewee not previously provided to Human Resources.

<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>Ranking</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Search Chair (and committee) recommendation for employment offer

<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>Compensation Offer Recommended (administrative positions only)</th>
<th>Desired Employment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Completed New Hire Requirements form must be forwarded to Human Resources immediately, which will generate the formal correspondence of the offer of employment letter to the recommended candidate.

The Search Chair, by signing below, indicates that the search committee and responsible officer know and approve the contents of this completed form.

________________________________________  ________  ________
Search Chair Signature  Date

________________________________________  ________  ________
Provost or Division Vice President’s Signature  Date

________________________________________  ________  ________
Director of Human Resources  Date
Ohio Wesleyan University Search/Recruitment Procedures

Data Requirements for New Hires or Position Changes

This form must be filled out to complete new hire offer letters or position change 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 e-mail account created.

- **Exact Title of Position** _____________________________________________
- **Applicant/Prospective Employee’s Full (legal) Name including middle initial:** ________________________________
- **Complete Mailing Address** (not just a P.O. Box or a Campus Address)

- **Personal Email address** ____________________________________________
- **Nickname** (first name only, for email if requested) __________________________
- **Home/Cell Telephone Number** (Human Resources will need to contact individual)
- **Social Security Number** (which is mandatory in order to enter them into the payroll system as well as for obtaining a University ID and parking pass, and setting up their e-mail account)

- **Date of Birth** _________________________________
- **Sex** (not always apparent from a name—please select) ☐ Male ☐ Female
- **Effective date of hire or position change date** (date employee will physically begin work in new position) __________________________
- **Status** (Category of Employment – please select from following)
  - ☐ Hourly
  - ☐ Salaried
  - ☐ Administrative
  - ☐ Faculty
  - ☐ Part-time
  - ☐ Full-time

- **Employment Contingencies to be satisfied**
  - ☐ Criminal background
  - ☐ Credit
  - ☐ Motor vehicle
  - ☐ Sex offender
  - ☐ Professional references
  - ☐ Previous employment
  - ☐ Education

- **Rate of Pay** (hourly or annual basis) ☐ Hourly ☐ Annually
- **Annual Number of Hours** (check one box below--these numbers must match the pre-approved departmental/division budget)
  - ☐ 999 (no benefits)
  - ☐ 1,000-1,299
  - ☐ 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 hrs/wk ________
- **Name of Employee previously in position** ____________________________________________
- **Direct Supervisor’s Name** ____________________________________________
- **Account number employee will be charged to** ________________________________
- **Employee’s Campus Address** (Building and Room Number) __________________________
- **Employee’s Campus Telephone Extension** __________________________
- **Budget Officer** (responsible for position)

This information should be forwarded to: Director of Human Resources
University Hall – Room 003

Please contact Human Resources at (740) 368-3388 with any questions about the process.