

# Ohio Wesleyan University Search/Recruitment Procedures

Position Title: \_\_\_\_\_ Search Number: #1617 - \_\_\_\_\_

Search Start Date: \_\_\_\_\_

\*\*\*\*\*

The latest version of the search/recruitment paperwork is attached for your use in your upcoming search. Please remember that we are here to help you have a successful search. Our goal is to help you find the best candidate. HR has lots of resources to help you in your search for the right candidate.

The sequence of the documents and approximate timing include:

- 1.) Non-faculty search plan proposals are to be 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 review, 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 team to move forward.
- 3.) HR will review, modify as needed and place the ads specified on the search request form to [jobs.owu.edu](http://jobs.owu.edu), Columbus Dispatch, [higheredjobs.com](http://higheredjobs.com), Diverse Issues in HigherEd and the Ohio Five job site. HR will forward a copy of the ad after it has been approved/modified to the search chair. HR 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, HR 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.
- 4.) For Hourly Staff Positions, HR 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](mailto:jobs@owu.edu) and HR 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 HR, we are happy to help with that, but we cannot process paper application materials.

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- 7.) Search committees will then review applications (consistent with process outlined in search plan) and rank candidates accordingly. NOTE: All internal candidates who are qualified should be granted 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 HR at the end of the search process. HR has sample phone interview questions and forms.
- 9.) For faculty candidates, faculty search chairs must contact Alice Winters in the Provost's Office prior to contacting candidates to set up interviews. This contact must be made to coordinate the FPC subcommittee and Provost's schedules for the on-site interview dates.
- 10.) 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.
- 11.) 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.
- 12.) Subsequent interviews may be scheduled, if the search committee deems it necessary, in order for the committee to make a selection recommendation.
- 13.) 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.
- 14.) 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 HR 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.
- 15.) Upon receipt of approval from the Director of Human Resources, a verbal offer can then be made 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 turned in to the HR Department immediately so that the formal written offer letter can be prepared by HR.*

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- 16.) 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 HR on their 1<sup>st</sup> day of employment in order to complete payroll paperwork and benefit enrollments.
- 17.) Search Chairs should not send any written offer to candidates. Written employment offers are generated by the HR 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.*

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## Search Plan Document - #1617 - \_\_\_\_\_ (HR will generate #)

1. **Department:**
2. **Rank & Exact Title:**
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 (# \_\_\_\_\_ hours annually)     Full-Time (hrs / wk \_\_\_\_\_)

8. **If temporary give approximate duration:**

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

Replacement – List name of last employee in position : \_\_\_\_\_

10. **Responsible Officer:**

- \_\_\_\_\_ President  
\_\_\_\_\_ Provost  
\_\_\_\_\_ Vice President for Enrollment  
\_\_\_\_\_ Vice President for University Advancement  
\_\_\_\_\_ Vice President for Finance & Administration  
\_\_\_\_\_ Vice President for Student Engagement & Success

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

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

\*\*\*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.

12. **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.

Ohio Wesleyan Search Plan document revised July 2016

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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).*

| Source Name                               | Date Ad will appear | Region reached |
|---|---------------------|----------------|
| 1. OWU Web Site                           | ASAP                | Internet       |
| 2. The Chronicle (faculty positions only) | ASAP                | National       |
| 3. Columbus Dispatch                      |                     | Local          |
| 4. higheredjobs.com                       |                     | National       |
| 5. Diverse Issues in HigherEd             |                     | National       |
| 5. OWU Daily (hourly staff only)          |                     | Campus / Local |
| 6. Ohio Five Employment Website           |                     | State          |

**\*\* HR will submit the posting to the above sources automatically. All other ads are the responsibility of the Search Chair.**

13. 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.

14. Criteria to be used in evaluating candidates.

- Minimum qualifications as stated in the announcement
- Personal Interview
- Reference calls and letters of reference

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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.)

\_\_\_\_\_  
Search Chair

\_\_\_\_\_  
Extension

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President/ Provost

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

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HR 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 HR.

President's Approval: \_\_\_\_\_(date)

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## OWU job posting template

Ohio Wesleyan University ([www.owu.edu](http://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, & contact information for three professional references.**

**Please e-mail application materials to:** [jobs@owu.edu](mailto:jobs@owu.edu)

For complete job posting please visit our website at <http://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).**

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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.

|    | Name | Committee Ranking* |
|----|------|--------------------|
| 1. |      |                    |
| 2. |      |                    |
| 3. |      |                    |
| 4. |      |                    |
| 5. |      |                    |

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. (*Attachment A, if applicable*)

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

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Search Committee Chair Signature

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Printed Name

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Date

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Provost Signature ( approves faculty and athletics hires)

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Date

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

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

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Date



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## **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 HR.

| Candidate Name | Ranking | Reason* |
|----------------|---------|---------|
|                |         |         |
|                |         |         |
|                |         |         |
|                |         |         |

\*Cells expand with typing so you should not be concerned about providing too much information. Generally, detailed plans/explanations expedite the approval process.

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

| Candidate Name* | <b>Compensation Offer Recommended</b><br><b>(administrative positions only)</b> | Desired Employment Date |
|-----------------|---|-------------------------|
|                 |   |                         |

\* 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.

\_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
Search Chair Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Provost or Division Vice President's Signature:

\_\_\_\_\_ Date \_\_\_\_\_  
Director of Human Resources Approval

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## 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 in to 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 nor a Campus Address)  
\_\_\_\_\_  
\_\_\_\_\_
  
- **Personal Email address** \_\_\_\_\_
- **Nickname** (first name only, for email if requested) \_\_\_\_\_
- **Home/Cell Telephone Number** (HR will need to contact individual)  
\_\_\_\_\_
  
- **Social Security Number** (which is mandatory in order to enter them in to 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)
  - classified hourly (grade \_\_\_\_\_)  building and grounds hourly
  - technical (lab and security) hourly  administrative  faculty
  - part-time  full-time
  
- **Rate of Pay** (hourly or annual basis), and if hourly, \_\_\_\_\_  hourly  annually
- **Annual Number of Hours** (check one box below-- these numbers must match the pre-approved departmental/division budget)
  - 999 or less (no benefits)  1040  1950  salaried (2080+)  Other \_\_\_\_\_

If hours or pay is more than the grade minimum and/or depart./div budget, **Justification** for additional funds, and the **University Officer's approval** for the additional monetary or budgeted increase/offer amount must be attached

- **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.