

GUIDELINES FOR RECRUITMENT AND SELECTION FOR SHRA, CSS & DMSS POSITIONS

Provided are the guidelines for recruitment and selection of employees Subject to the State Human Resources Act (SHRA), Clinical Support Services (CSS) and Dental Medicine Support Services (DMSS) staff at East Carolina University. These procedures are designed to ensure that the University's hiring practices are objective, unbiased, consistent, and job-related.

UNDER WHAT CIRCUMSTANCES DO THESE PROCEDURES APPLY?

These procedures apply to the recruitment and hiring of all University SHRA, CSS, and DMSS permanent employees.

WHEN A VACANCY OCCURS

All SHRA, CSS, and DMSS vacancies are posted via the PeopleAdmin online recruitment system. Hiring managers and departmental staff needing access to the PeopleAdmin system may request security access and permissions by completing a [TeamDynamix ticket](#).

Online recruitment and selection training is available to assist in the hiring process. Hiring managers may register at [PiratePort](#) under the Cornerstone Employee Training link. Individual and departmental trainings are also available. Contact Employment Services at employment@ecu.edu for further information.

POSTING POSITIONS

The Department of Human Resources will post all position openings for SHRA, CSS, and DMSS positions at www.jobs.ecu.edu. Positions are updated daily in the PeopleAdmin system and include a closing date which indicates the last date applications will be accepted. All applications must be submitted online by 11.59 p.m. (EST) on the closing date indicated. Applications and/or resumes may not be received in the department where the vacancy exists. If an applicant contacts the department, he/she should be immediately referred to the Department of Human Resources.

Applicants needing assistance with the online employment system may contact the Department of Human Resources at (252) 328-9847 or via email at employment@ecu.edu.

The minimum posting period for external recruitment for SHRA, CSS, and DMSS positions is five (5) business days. The minimum posting period for internal recruitment (open to permanent ECU employees only) for SHRA positions is five (5) business days. The minimum posting period for internal recruitment for CSS and DMSS positions is three (3) business days. Unless otherwise requested, positions will be posted for the minimum recruitment period. Departments may request a longer recruitment period on the online request to advertise.

Should the hiring department need to re-list a vacancy, please contact Employment Services to discuss the justification. The minimum posting period for re-listing a vacancy is three (3) business days.

If the hiring department wishes to have the position advertised further than the usual posting (e.g., newspapers, professional journals, etc.), this request should be made through the PeopleAdmin system. The hiring department will bear the cost and Graystone Group Advertisement will automatically be notified when the position is posted.

ASSEMBLING THE APPLICANT POOL

Effective October 1, 2015, House Bill 495 requires selection from the entire pool of qualified applicants for a position. Employment Services will screen applications electronically, removing any in which the minimum state requirements for the position appear to be unmet. This ensures that the hiring department receives for its consideration, only “qualified” applications. Upon completion of the screening process, the applications are released to the hiring department via the PeopleAdmin system and may be viewed electronically. Applications are normally released to the hiring department by noon on the day following the closing date.

SCREENING APPLICATIONS BY THE HIRING DEPARTMENT

From the pool of qualified applicants, departments should select the most highly qualified applicants for interview. The most qualified candidates shall be those individuals determined to be substantially more qualified than other applicants. The individual selected for the position must be chosen from the pool of the most qualified applicants.

There are some factors which bear a relationship to an applicant’s eligibility for employment:

Age: The Fair Labor Standards Act sets 14 as the minimum age for most non-agricultural types of work but limits the number of hours that may be worked for minors under age 16. It also prohibits minors under age 18 from working in any occupation that is deemed to be hazardous. Law Enforcement Officers must be at least 20 years of age.

There is no maximum age for employment with the University.

Please refer to <http://www.dol.gov/dol/topic/youthlabor/agerequirements.htm> , and consult Human Resources should questions regarding minimum age arise.

Citizenship: The Immigration Reform and Control Act of 1986 (IRCA) requires that all employees be either United States citizens or aliens with proper work authorization from the US Immigration and Naturalization Service. The Employment staff will verify employment eligibility at the time of hire.

Related Persons: The University’s [Employment of Related Persons \(Anti-Nepotism\) Policy](#) serves to uphold the high standards of professional and ethical conduct, specifically with respect to employee interpersonal relationships. Relatives of current employees, either permanent or temporary, may not be employed within the same department without review and approval by the Director of Employment & Clinical Support Services. If relatives are considered for employment, it is necessary for the department head to certify that such action will not result in one family member supervising another member of the family. No family member may occupy a position which has influence over another family member’s employment, transfer or promotion, salary administration, or other related management or personnel consideration.

CHECKING REFERENCES

The hiring department is responsible for checking references and reference checks are required as a condition of employment for new employees. The application form authorizes the University to request information pertinent to the candidate's employment and education. Even if the applicant indicates on the application form that the current employer should not be contacted, the hiring supervisor should advise the applicant that contact for a reference will be made if he/she is selected for a job offer.

Effective December 11, 2000 the University instituted a criminal background check procedure for all SHRA/CSS/DMSS and all non-teaching EHRA new hires.

CONDUCTING THE INTERVIEWS

In instances where an adequate pool of applicants who meet the minimum requirements of the position is generated, a minimum of three applicants should be interviewed by the search committee and/or hiring official. If this poses a problem, please contact the Director of Employment & Clinical Support Services in Human Resources who will determine whether circumstances warrant a waiver of this requirement. Each applicant should be accorded equally courteous and unbiased treatment. Also, to the extent possible, each applicant should be asked the same questions in order to make valid comparisons. Some hiring units find it helpful to use a rating sheet, listing the qualifications on one side and the scores or ratings of each candidate on the other. In this way, the qualifications of the various applicants can be compared more easily.

There are some questions which, although not illegal in this state, should not be addressed to applicants. They are not job-related and, moreover, may give the impression of discriminatory decision-making on our part.

INTERVIEWING APPLICANTS WITH DISABILITIES

There are specific laws and regulations governing questions that may and may not be asked in interviewing applicants with disabilities. Contact Disability Support Services at 252-737-1016 or dss.dept@ecu.edu .

SELECTING AN APPLICANT FOR THE POSITION

Hiring units may not "offer" a position to an applicant or commit to a salary. These are the functions of Employment Services in the Department of Human Resources. The hiring department makes a hiring and salary recommendation to Human Resources. Employment Services must determine that the applicant of choice indeed qualifies for the position and recommended salary, based on factors such as budget availability, labor market, internal equity, and candidate qualifications.

EEO DOCUMENTATION & NONDISCRIMINATION

For each applicant (including those interviewed), the hiring department must identify a job-related reason for non-selection. All selection decisions must meet the nondiscriminatory requirements as stated in the University's [Notice of Nondiscrimination and Affirmative Action Policy](#) and Equal Employment Opportunity Plan. Standards and criteria must be objective, job-related, and consistent with business necessity. The Screening Report is submitted via PeopleAdmin to the Department of Human Resources where it will be reviewed by the Office for Equity and Diversity (OED) when they receive the hiring proposal. OED approval must be received before Human Resources can complete its review and approval, and make the job offer.

Position descriptions and qualifications may not include biased or unlawful discriminatory language based on any of the University's protected classes as outlined in the ECU Notice of Nondiscrimination.

SPECIAL EMPLOYMENT CONSIDERATIONS

There are some categories of applicants who receive special consideration in the hiring process:

1. Promotional Priority - The applications of current permanent State employees are eligible for priority consideration over non-State employees when the individuals possess substantially equal qualifications.
2. Priority Reemployment Consideration (RIF Candidates) - Employees scheduled for or already separated by reduction-in-force (RIF) are eligible for priority consideration over non-State applicants. Human Resources will notify the hiring official and provide appropriate policy when an applicant has RIF Priority.
3. Veteran's Preference - The State of North Carolina requires that departments give employment preference to qualified veteran applicants. Priority should be given to veterans who served in the Armed Forces of the United States during a period of war, certain disabled veterans and their spouses and dependents. When an applicant has provided the necessary documentation to be eligible for Veteran's Preference, Human Resources will notify the hiring official via email.

HIRING/SALARY COMMITMENT

The Department of Human Resources will extend the offer of employment. The salary which can be offered a new employee is based on several factors. Please contact the appropriate Employment Consultant for any guidance you may need in this area.

NOTIFICATION OF CANDIDATES NOT SELECTED

The Department of Human Resources will notify the candidates who were not selected for the position, via automatic e-mail notification in the PeopleAdmin online recruitment system, once the selected applicant has accepted the offer of employment and a satisfactory criminal background check has been completed.

BEGINNING EMPLOYMENT

All new employees are required to attend New Employee Orientation presented by the Department of Human Resources. Orientation is held on Mondays and is considered a workday for the new employees. The Employment Consultant will explain the orientation process to the new employees at the time of the job offer.