**CAPCOT Hiring Process – Effective July 1st, 2020**

**CAPCOT Employee Services**

This process outlines the steps for hiring Full-Time and Part-Time Employees through the Human Resources Job Posting. Please refer to the Human Resources [Recruitment & Hiring](https://in.nau.edu/human-resources/hiring-selection/) website for more information (use the [CaPCOT Hiring Packet Tool](https://in.nau.edu/wp-content/uploads/sites/229/2020/08/3.-Hire-Packet-Tool.xlsx) for assistance in the hiring process).

**Vacant or New Position Requests**

* The Hiring Supervisor will fill out the [Justification for Hire](https://cas.nau.edu/cas/login?service=https%3a%2f%2fonbase.nau.edu%2fAppNet%2fUnityForm.aspx%3fd1%3dAS8dM5MDdjpIXljT%252b%252fFSWkGwDhoLz9e%252bmZsRUeuCMmjz3CuL4SLnjzL1b1yuPCfk%252bIXxlDmYVp77S1xTJDaklkba0vYmUavWW%252bzMMTn6yPr9BqkIAFl2J%252by6k%252bTyF42ggY9j2dy5zftTU3lndDDiMbUfj3GOEg1vVV%252bQNnuEhjXH6wYsmEZFdNlGFvX6pij%252bgrGb0VapCPp900JUYioLRhw%253d) OnBase form. This will initiate the approval routing process:
	+ Department Head 🡪 VP Office 🡪 Budget Office 🡪 President 🡪 VP Office 🡪 Employee Services/Hiring Supervisor/Department Head
* An email when the position has been approved/denied will be sent to the Hiring Supervisor and Employee Services.

**ePOST Creation**

* Employee Services will receive an email when the Justification for Hire form has been submitted and when it has been approved or denied.
* Create an ePOST Draft to route for approvals.
* Link Position Justification Approval Email (if available).
* ePOST will route for approvals
	+ Hiring Supervisor 🡪 Human Resources 🡪 JFR 🡪 VP 🡪 Budget 🡪 HR
* Once the position has been approved, it will post to the HR [Job Search](https://in.nau.edu/human-resources/current-job-openings/) website
* Enter the Job Post Start and End dates on the Employee Services Calendar
	+ Include Hiring Supervisor
* Provide the Hiring Supervisor with all Hiring Documentation and Forms
* Create a new Position folder in the [Employee Services Shares Folder](file:///%5C%5Cnaushares.ucc.nau.edu%5CCaPCOT_BIAC%5CEmployee_Services%5C3.%20Recruiting%20%28FTE%20%26%20PTT%29) for the current Fiscal Year

**ePOST Open**

* ***The*** [**HireSmart!**](https://in.nau.edu/human-resources/hire-smart-toolkit/) ***Checklist needs to be completed throughout the Hiring Process***
* Employee Services will screen any questions by applicants prior to forwarding to the Hiring Supervisor
* Hiring Supervisor selects Hiring Committees (needs Department Head approval)
	+ NOTE: Only one in-person interview is required
	+ Committees must contain at least one CaPCOT member, non-CaPCOT employee, and someone from the hiring department (minimum of 3 committee members)
	+ Matrix and Qualifications committees (Optional)
		- Select a Chair to oversee these committees
	+ Final Committee (must include the Hiring Supervisor)
	+ Select available dates for interviews
* Hiring Supervisor or Chair prepares Matrix and the Interview Questions for all interviews
	+ Send Matrix and Interview Questions to Employee Services for review
	+ Use the HR [Interview Guidelines](https://in.nau.edu/wp-content/uploads/sites/5/2018/07/Tips-for-interviewing-and-sample-questions-ek.pdf) to assist with writing the Interview Questions

**ePOST Closing**

* *Wait for the official Human Resources closed notification email*
* Employee Services fills in the provided Matrix with all Applicant names
	+ Employee Services will review if all Applicants meet the minimum qualifications
	+ The Hiring Supervisor will review all Applicants that do not meet the minimum qualifications
* Employee Services will send a PDF of all applications and the updated Matrix to the Hiring Supervisor
	+ Send Applicant Communication Acknowledgement Letter to Applicants through the Job Posting

**Matrix Process (Optional if interviewing all applicants)**

* Hiring Supervisor provides the Matrix Committee with the Matrix and applications
* The Matrix Committee reviews all applications and rates each Applicant based on the information provided in their resumes
	+ See [Human Resources Review and Matrix](https://in.nau.edu/human-resources/review-and-matrix/) for information regarding missing/incomplete applications, ineligible for rehires, and minimum qualifications
* A final selection of 3-5 Candidates are selected for the interview process
	+ (Optional) Conduct phone screening interviews if there is a large pool of qualified applicants
	+ **NOTE: At least one in-person interview is still required**

**Interview Process**

* The Hiring Supervisor/Chair verbally schedules Candidate Interviews:
	+ Verify the Candidate is still interested in the position
	+ Notify the Candidate of the salary cap (if applicable)
	+ Provide a list of available interview dates and times
	+ Follow up with confirmation email and instructions:
		- Interview location, date, and time
		- Parking Pass information
* Qualifications Interview (Optional):
	+ The Qualifications Committee interviews the 3-5 Candidates and scores them based on their interview answers
	+ Select 2-3 Candidates to move on to the Final Hiring Committee
	+ **Have all Candidates sign application and fill out the Background information**
* The Hiring Supervisor interviews the final Candidates
* The Hiring Supervisor Meets/Reviews with all committee members to obtain justification for selecting a Final Candidate for hire
* The Hiring Supervisor selects the Final Candidate to move forward with the hiring process

**Hiring Memo (*Must be completed prior to Job Offer*)**

* The Hiring Supervisor writes a [Hire Memo](https://in.nau.edu/wp-content/uploads/sites/229/2020/08/6.-Hire-Memo_TEMPLATE.docx):
	+ Summary of your final candidate’s outstanding qualities
	+ The criteria used to equitably judge all interviewed candidates
	+ A summary of those qualities that the other interviewed candidates lacked which led to their disqualification
* Submit the Hire Memo to Department Head for approval to hire the final Candidate

**Reference Checks (*Must be completed prior to Job Offer*)**

* Check references provided using the [Reference Check Employee Verification Questionnaire](https://in.nau.edu/wp-content/uploads/sites/5/2020/03/Reference-Check-Employment-Verification-Questionnaire.pdf)
	+ See Human Resources [Reference Checks](https://in.nau.edu/human-resources/pre-job-offer-tasks/) for more information regarding current NAU employee information and unsuccessful attempts at contacting applicant’s previous employer(s)

**Job Offer**

* The Hiring Supervisor writes the Job Offer letter
	+ Employee Services reviews and approves the offer letter
* The Hiring Supervisor calls the final Candidate and makes a job offer
	+ **NOTE: The job offer is contingent upon the results of the Background Check**
* If the Candidate Accepts:
	+ Select a start date based on the HR ePAR schedule
	+ Have the Candidate sign the Offer Letter within 72 hours of verbal confirmation
* If the Candidate Declines:
	+ Offer the position to the next best Candidate or repost the position to restart the hire process
* Employee Services will send Non-Offer Letters to all remaining applicants

**Background Check (3-5 business days)**

* Background checks are **REQUIRED** for all regular full-time and part-time positions.  **An applicant may not start work until the background check is completed.**
	+ An offer contingent upon satisfactory background investigation results may be made by the hiring manager prior to receiving the results from Human Resources. Human Resources recommends that these contingent offers be made in writing. However, in no case can the employee begin working prior to receipt of the investigation results.
* Employee Services will initiate the A-Check Global background investigation application with the information provided by the Candidate
	+ The Candidate will receive an email to complete the background information
	+ The Candidate must complete the EasyApp within 3 days
* Human Resources will contact Employee Services with the results to continue with the hiring process or reject the candidate from moving forward.

**HireXpress and I-9 (can be done along with the Background Check)**

* Employee Services will initiate the [Hire Xpress](https://in.nau.edu/human-resources/hire-xpress/) packet in PeopleSoft with information provided by the Candidate:
	+ Full Name (First Middle Last), Social Security Number, and Date of Birth
* An email with log-in information is sent to the new employee. The employee logs into the [NAU Employment Center](https://hrx.talx.com/ec/#/login/13881?divisionid=43) and provides the necessary information by entering the data into the online hire forms.
* The new employee will need to present their original employment identity and authorized documents to Human Resources (I-9s)

**Fingerprinting (complete at the same time as the employee presents their I-9s)**

* A fingerprint check will be required for all individuals hired into a [Safety and Security Sensitive](https://in.nau.edu/human-resources/pre-job-offer-tasks/) position.
* Employment can begin contingent upon receiving an approved Fingerprint Check.
* Fingerprint Checks can take 2-6 weeks to complete.
* See the [Fingerprint Scheduler](https://hr.nau.edu/apps/fingerprint-scheduler) on the Human Resources website to enroll
* *The New Employee needs to bring their Fingerprint slip back to Employee Services*

**ePAR for Hire**

* The Background Check and HireXpress must be completed prior to starting ePAR for Hire
* Employee Services will initiate the ePAR and uploads a copy of the signed Offer Letter to the ePAR
* The ePAR will follow a prescribed approval path
* The information will be automatically loaded into LOUIE after final approval by Human Resources

**Appraisal Calendar Reminder**

* Employee Services will create a calendar reminder to the Supervisor 30 days before the 6-month appraisal is due for FTE and PTT positions.

**Hire Smart! Checklist**

* The Hiring Supervisor is responsible for providing all information to Employee Services.
* Employee Services is responsible for completing the form and sending it to Human Resources
* Employee Services will hand-deliver packet to Human Resources
	+ NOTE: Do not use interdepartmental mail
* If a search is failed, Employee Services will email Human Resources to close the Job Posting.

**Hiring Process Responsibility Chart**

**CAPCOT Employee Services**

|  |  |  |  |
| --- | --- | --- | --- |
| **Who is responsible?** | **Hiring Supervisor or Chair** | **Employee Services** | **Final Candidate** |
| **Prepare Job Posting** |  |  |  |
| Submit Justification for Hire | **X** | **Review** |  |
| Create ePOST |  | **X** |  |
| **Pre-Job Closing Activities** |  |  |  |
| Answer Applicant Questions | **Review** | **X** |  |
| Select Hiring Committee(s) | **X** | **Review** |  |
| Prepare Matrix and Interview Questions | **X** | **Review** |  |
| **Closing the Job Posting** |  |  |  |
| Download Applicant PDFs |  | **X** |  |
| Fill in Matrix |  | **X** |  |
| Review Applicants for Minimum Qualifications | **Review** | **X** |  |
| Send Applicant communication emails via job posting |  | **X** |  |
| **Review and Matrix** |  |  |  |
| Review Applicants and Complete Matrix | **X** |  |  |
| Selects Candidates for Interviews | **X** |  |  |
| **Interviews** |  |  |  |
| Schedule Interview(s) | **X** |  |  |
| Conduct Qualification, Phone, and Final Interview(s) | **X** |  |  |
| Select Final Candidate(s) for Hire | **X** |  |  |
| **Pre-Job Offer Tasks** |  |  |  |
| Reference Checks | **X** | **X** |  |
| Hiring Memo | **X** | **Review** |  |
| **Make a Job Offer** |  |  |  |
| Job Offer Letter | **X** | **Review** | **Sign** |
| Background Check |  | **X** | **Submit** |
| HireXpress |  | **X** | **Submit** |
| Present I-9 to HR |  |  | **X** |
| ePAR for Hire | **Review** | **X** |  |
| **Performance Appraisal Reminder** |  |  |  |
| Creates calendar reminder for 6-month appraisal |  | **X** |  |
| **HireSmart! Checklist** |  |  |  |
| Provides all Communication and Information | **X** |  |  |
| Send Non-Offer Letters to remaining Applicants |  | **X** |  |
| Completes HireSmart Checklist and submit to HR |  | **X** |  |