

# **PROCEDURES FOR HIRING UNCLASSIFIED EMPLOYEES**

## **Introduction**

The purpose of these procedures is to establish an orderly and consistent process for the recruitment of qualified employees at the University of Louisiana at Monroe. It is the intent of these procedures to provide as much flexibility to the individual departments as possible as long as their recruitment is consistent with general accepted management principles and legal guidelines. It is our hope that providing an outline of the hiring procedures and policies to be followed will make the process easier.

## **Equal Employment Opportunity Policy Statement**

The University of Louisiana at Monroe firmly supports the policy of Equal Employment Opportunity as set forth in the University's Equal Employment Opportunity Policy. The University's policy in the area of equal employment opportunity shall be administered without regard to race, color, religion, sex, age, national origin, disability, or status as a disabled veteran or veteran of the Vietnam era. The University's policy prohibits sexual harassment in accordance with state and federal laws and regulations. Execution of this policy requires vigorous efforts, which the University's administration supports.

The University of Louisiana at Monroe's policy fully embraces equality of opportunity for all employees by affirming that the University will take affirmative action to assure that applicants receive fair consideration for employment and that employees are treated fairly during employment including recruiting, advertising, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, forms of compensation, tenure, selection for training, and all other employment practices. Complaints will be handled in accordance with the University's Anti-Discrimination and Harassment Policy.

## **Appointing Authority**

The President of the University of

2. Budget Unit Head will send an updated job description in a Word document to the Staffing Specialist.
3. Budget Unit Head will submit an electronic request to post requisition through our NeoGov system (see NeoGov Step by Step Guide for instructions). An approved Unclassified Position Description, Justification & Certification Form must be attached.

#### Advertise a Position

1. Positions will be posted on the Human Resources web page.
2. The Budget Unit Head should indicate on the NeoGov requisition form any other publications to advertise. Budget Unit Head's department will be charged for any cost.
3. Human Resources will notify the Budget Unit Head of all costs for approval before ads are placed.
4. Positions must be posted for a minimum of 5 days.

#### Preparing for Interviews and Appointing a Search Committee

Search committees are formed to assist in the recruitment efforts for filling vacant unclassified positions at the University of Louisiana at Monroe. The search committee is a recommending body, not a decision-making body.

1. Search committees are required for positions of Dean or higher (ULS Policy FS-III.II.B-1a) and full-time faculty.
2. Search committees are recommended for all other unclassified positions.
3. It is the responsibility of the Budget Unit Head to appoint the search committee and to appoint the chairperson unless otherwise specified in the Policies and Procedures for the University of Louisiana System.
4. The Budget Unit Head should consult with the appropriate Vice President concerning committee appointments. The search committee should have an appropriate mix of staff and/or faculty. Students, retirees, or community members may also serve on search committees.
5. The search committee chair or Budget Unit Head, if 0 618 redB[(m)-21(p)-5(h)5g nBā an

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### Planning Campus Visits

The following procedures are to be used in coordinating and approving the expenses for travel of candidates for on campus interviews. Up to three candidates per vacancy may be brought on campus to interview at the University's expense. Additional candidates may be invited for on campus interviews at the University's expense with approval of the appropriate Vice President. ULM will not reimburse interview expenses (mileage or meals) for current ULM employees interviewing for other campus positions.

The chairperson of the search committee or the appropriate designee coordinates travel arrangements. If the travel arrangements are not handled in appropriate manner under the Louisiana State Travel Regulations ([www.state.la.us/osp/travel/traveloffice.htm](http://www.state.la.us/osp/travel/traveloffice.htm)), the department responsible for making the arrangements will be responsible for costs of travel reimbursement to the candidate. All air transportation arrangements must be made through the State Travel Agent.

### Appointment Recommendation

1. The Budget Unit Head, after considering the committee's recommendation, will submit a recommendation for employment to the appropriate Dean (if applicable), Vice President 589.54 186.86 0.72 ref