Unclassified Search Process Overview

Search Procedure Overview for Unclassified Positions at Minnesota State University Moorhead

The search process is an important part of Minnesota State Colleges and Universities' commitment to fair and open employment practices. Search Advisory Committees help promote vacant positions widely, ensure a broad and diverse pool of applicants and provide a range of perspectives during the selection process. In addition, they help to ensure hiring of qualified employees who will be successful on the job.

The purpose of this procedure is to document the process used to conduct a search for an unclassified position at Minnesota State University Moorhead, beginning with the approval of the position itself, through the offer and acceptance of the position by the final candidate.

> Recruiting and selecting from a diverse group of applicants will help us achieve our goals for creating a welcoming and inclusive climate for all students, faculty, staff and visitors.

As either the Hiring Authority, Search Committee Chair or a member of the Search Committee, you have specific roles and responsibilities during the search process. This document will outline these roles and responsibilities as well as provide resources for reference along the way.

Hiring a new employee is an extremely important responsibility for a Hiring Authority. While it may seem there are many steps to completing a search, each step ensures that we are intentional in our commitment to equal opportunity and nondiscrimination in employment and education as well as supportive of the State of Minnesota's affirmative action efforts. Commitment to equal opportunity through diversity is a continuing priority.

This search procedure guideline in conjunction with the Search Advisory Committee Training in the Enterprise Learning Management System (ELM) will provide you with the necessary knowledge and resources to conduct a successful search.

Please do not hesitate at any time during the search process to reach out to the Office of Human Resources for questions and assistance.

Best of luck in the search process!

Office of Human Resources
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HR@mnstate.edu

Overview of Terms

Hiring Manager – person/position that has final approval on the hiring decision (example: dean or administrator)

Search Committee Chair* – responsible to act as a liaison between the search committee and the hiring manager. This person is responsible to identify search committee members, schedule and facilitate committee meetings and communicate with candidates.
*It is considered best practice for the hiring manager to act as the search chair whenever possible.

Search Committee – group of diverse individuals responsible to serve in an advisory capacity to the chair and hiring manager. They will provide perspective and expertise throughout the search process.

Approvers – a group of individuals, usually including the Division Vice President, Chief Diversity Officer, Human Resources and Finance, who review requests and either approve or deny the request.

Equal Employment Opportunity – refers to federal and state mandates that employment activities must be conducted in a non-discriminatory manner.

Affirmative Action – describes specific actions that eliminate barriers that create or perpetuate inequities such as unfairness, favoritism and biases.

PeopleAdmin – refers to the State of Minnesota's unclassified applicant tracking system. Through this system positions are posted, applications are tracked and reviewed, and applicant statuses are updated. Human Resources may provide communication with the candidates through PeopleAdmin for certain steps of the process.

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This guide is meant to provide a summary of the steps for completing an unclassified search. Not all tasks or communications are outlined in the process below. Information will be provided via SharePoint system communication that will detail each step in the process at the appropriate time it is to be completed. The system communication will also provide links directly to forms and valuable resources!

Beginning the Search		
1	Hiring Manager obtains approval to search the position by going through the MSU Moorhead Position Review and Approval Process.	**Responsible Party:** Hiring Manager **Resources:** MSU Moorhead Position Review and Approval Process
2	Hiring Manager completes the online Search Chair Notice form to notify Human Resources of a new search.	**Responsible Party:** Hiring Manager **Resources:** Search Chair Notice
3	Human Resources receives the Search Chair Notice and provides automatic communication to the Search Chair to complete the Search Advisory Committee Training. The search chair is also notified to schedule a meeting for the search committee with the Chief Diversity Officer prior to reviewing applicants.	**Responsible Party:** Human Resources
4	The search chair notifies all search committee members to enroll in and complete the Search Advisory Committee Training. *The search chair and all search committee members are required to complete the training via ELM.	**Responsible Party:** Search Chair/Committee
5	The search chair is notified and completes the online Authorization to Begin Recruitment form. (includes vacancy notice and recruitment plan)	**Responsible Party:** Search Chair
6	The position is sent for approval via the system and approvers either approve or deny.	**Responsible Party:** Approvers

7	Upon approval, the search chair and Human Resources are notified of approval via the system and Human Resources posts the position.	Responsible Party: Human Resources
	At this time, the search chair can post to any additional advertising sites.	

Applicant Review		
8	Human Resources grants access to search committee to review applicants in PeopleAdmin and sends on new applicants every Friday.	Responsible Party: Human Resources
9	After the posting closes, the committee reviews applicants in PeopleAdmin and determines which candidates to interview.	Responsible Party: Search Committee
Interview Preparation and Execution		
9	Once the position has closed, the Search Chair is notified via the system and completes the Interview Request form. NOTE: Search committees repeat this step for Round 1, 2 and 3 interviews.	Responsible Party: Search Committee Chair
10	The Interview Request form is sent for approval via the system and approvers either approve or deny.	Responsible Party: Approvers
11	Upon approval, the search chair is notified via the system and the search chair contacts candidates to schedule and conduct interviews.	Responsible Party: Search Committee Chair
12	Once all rounds of interviews have concluded, the search committee is notified via the system and each member completes an online Candidate Assessment form for each candidate. Committee gathers information on strengths and weaknesses for each candidate and provides via the system to the Hiring Manager for consideration.	Responsible Party: Search Committee
Completion of the Search		
13	Hiring Manager reviews candidate assessments via the system and conducts reference checks on top candidate(s).	Responsible Party: Hiring Manager

14	Hiring Manager makes the determination on which candidate to extend a verbal offer to and completes appropriate experience form to determine wage to offer. **Credible Work Experience form – MSUAASF IFO Salary Calculator – IFO	**Responsible Party:** Hiring Manager/Human Resources/System Office (if applicable)
	If System Office approval is needed, Human Resources facilitates the communication with the System Office and Hiring Manager to gain approval.	
15	Hiring Manager is notified via the system and completes the Recommendation for Hire form, including required materials.	**Responsible Party:** Hiring Manager
16	The Recommendation for Hire form is sent for approval via the system and approvers either approve or deny.	**Responsible Party:** Approvers
17	Upon approval, the Hiring Manager is notified via the system and makes a verbal offer to the candidate.	**Responsible Party:** Hiring Manager
18	Hiring Manager indicates the acceptance of the candidate via the system completes the online New Hire Notification form.	**Responsible Party:** Hiring Manager

19	Hiring Manager notifies candidates that were interviewed that the search has been filled.	Responsible Party: Hiring Manager
20	Human Resources initiates offer letter and begins the onboarding process through the Employee Intake process.	Responsible Party: Human Resources

For assistance at any step of this process or for questions, please contact Human Resources at 218-477-2157 or hr@mnstate.edu.