

SHRA Employee Hiring

Policy 601.1

NOTE: For purposes of all Appalachian State University policies, references to SPA (subject to the State Personnel Act [former terminology]) shall be interchangeable with SHRA (subject to the State Human Resources Act [current terminology]); and references to EPA (exempt from the State Personnel Act [former terminology]) shall be interchangeable with EHRA (exempt from the State Human Resources Act [current terminology]).

1 Introduction

1.1 Appalachian State University is an affirmative action and equal opportunity employer.

2 Scope

2.1 This policy applies to all personnel involved in the process of hiring SHRA employees.

3 Definitions

3.1 Temporary Position

is one in which the employee does not contribute to the North Carolina Teachers' and State Employees' Retirement System, and does not receive fringe benefits such as hospitalization, annual and sick leave, etc. There are two categories of temporary (non-student) employment:

1. Temporary Full-Time: The employee works a normal forty (40) hours or more work week.
2. Temporary Part-Time: The employee works less than forty (40) hours per week.

3.2 Student Temporary Position

is one filled by an actively enrolled student attending classes during the current semester at the University. The position is funded through the annual departmental budgets, and the student does not receive any State or University fringe benefits. The student may work up to forty (40) hours per week.

4 Policy and Procedure Statements

4.1 Hiring Guidelines

4.1.1 When a staff (SHRA) position becomes vacant, the supervisor must follow established organizational lines to the appropriate Vice Chancellor or Chancellor for approval. Once the approval has been obtained and communicated to Human Resource Services, the position may be posted.

4.2 Hiring New Staff Employees

4.2.1 Permanent Staff Positions

4.2.1.1 Approval - Vacant staff (SHRA) positions must have the approval of the appropriate Vice Chancellor or Chancellor before the position can be filled. This information must be communicated to Human Resource Services in the form of a letter, E-mail or telephone.

4.2.1.2 Procedure Steps - Supervisors having a vacancy in a permanent position, full-time or part-time, should use the following procedure outline in filling the vacancy:

4.2.1.3. Internal Posting - Inform every employee under your supervision of the vacancy either through letter or by posting the vacancy on the employees' bulletin board. Allow five (5) working days for employees to apply.

4.2.1.4 Internal postings are completed in Human Resource Services and posted there as well as within the department where the vacancy occurs.

4.2.1.5 Recruiting - If the position cannot be filled internally, complete a Staff Employee Requisition form. Accurate completion of the form is necessary to assist Human Resource Services and the supervisor in the filling of the vacancy. The form is self-explanatory and requires specific information about the vacant position. If there are any questions regarding the form, please contact Human Resource Services.

4.2.1.6 The requisitions must be received by Human Resource Services no later than 12:00 noon on Thursday for the position to be posted the following Monday. All staff (SHRA) job vacancies must be posted for seven (7) work days. Normally the posting period will extend from Monday through Tuesday of the following week.

4.2.1.7 Request applications from Human Resource Services. Human Resource Services thoroughly screens the applications and forwards the applications of qualified applicants to the supervisor. All internal applicants who meet the minimum requirements are also referred for consideration.

4.2.1.8 Interviewing - Select a minimum of three (3) applicants for interviews. (If not satisfied with the applications provided, the supervisor may review other applications for the position, keeping in mind that the best qualified have already been referred.) Notify Human Resource Services who will be interviewed. The supervisor may arrange the interviews and notify the applicants.

4.2.1.9 Selecting - Conduct interviews and select an applicant to fill the vacant position. Be especially careful to conduct all interviews in a manner that conforms to the University's Equal Opportunity/Affirmative Action Plan. Any prospective employee must have a valid Social Security number before he or she is employed. Fictitious or Student I.D.'s issued locally will not be accepted for payroll purposes.

4.2.1.10 Physical Examination - If the vacant position is one that requires a pre-employment physical examination, give the selected applicant the Physical Examination Form, and ask that he or she take it to a physician and have it completed.

4.2.1.11 Reference Checking - Check references listed on the application for employment for the selected applicant. The supervisor should check references and report on the Compliance Report. A reference must be checked before a definite commitment of employment is made to the individual. The Compliance Report cannot be signed until this step is completed.

4.2.1.12 Compliance Report - Complete the Staff Compliance Report and Appointment Information Form. Fill in each blank and block as specifically as possible. Pay particular attention to block "1", "Briefly enumerate steps in seeking applicants for this position." Include steps taken to recruit both internal and external applicants.

4.2.1.13 Forward completed Compliance Report and Physical Examination Form (if applicable) to Human Resource Services.

4.2.1.14 Notifying Applicants - After a commitment of employment has been made, the selected applicant receives a written notification from Human Resource Services which outlines the terms of employment. Human Resource Services also notifies the other applicants who were interviewed and all internal applicants not selected.

4.2.1.15 The new Immigration Reform and Control Act of 11/6/86 requires each employer be provided satisfactory documentation of both the identity and the authorization of employment for each new employee. The I-9 Form is used to verify this information and must be completed within the first three days of employment. Failure to complete this form within three days can result in employment termination. The offices responsible for completion of the I-9 Form are given below:

1. Staff (SHRA) and Faculty/Administrative (EHRA) - (includes temporary employees) I-9 Form will be completed in Human Resource Services in Founders Hall.
2. Student Employees - (College Work-Study, Student Temporary, etc.) I-9 Form will be completed in the office where the student is employed. This form must be completed before the student can begin work.
3. Graduate Assistants - I-9 Form will be completed in the Office of Graduate Studies and Research in Walker Hall.
4. Summer School Personnel - I-9 Form will be the responsibility of the Office of Summer Sessions located in I.G. Greer Hall.
5. Extension Personnel - I-9 Form will be the responsibility of the Office of Extension Instruction in University Hall.
6. Camps and Outdoor Programs Personnel - I-9 Form will be the responsibility of the Office of Camps and Outdoor Programs in University Hall.

4.2.1.16 On the employee's first day on the job, he or she must make an appointment with Human Resource Services to complete all necessary employment, withholding and benefits paperwork. An individual orientation film is viewed at this time.

4.2.1.17 New Employee Orientation - Make sure new employee attends the first new Employee Group Orientation scheduled after he or she begins work.

4.2.2 Temporary (Non-Student) Positions

4.2.2.1 Temporary jobs at the University are intended to be as the name implies, jobs filled for a short period of time (up to six months) at an hourly rate. Extension of temporary jobs may be requested for up to one year. However, temporary jobs which are to last at least one year should be evaluated for the possibility of permanent status.

4.2.2.2 Employment Less Than Three Months - If employment in a temporary position, whether full-time or part-time, is expected to terminate within three months from the hire date, it is not necessary to go through a formal interview process as required for permanent appointments. The department can select an individual and request that he/she be employed on this basis. The department may request that Human Resource Services select an applicant from their application pool.

4.2.2.3 Temporary Employment Procedures - Full Time

4.2.2.4 Procedure Steps - The procedures below are to be followed for hiring temporary, full-time employees for periods of more than three months :

4.2.2.5 Necessary Form - Complete a Temporary Employment Authorization Form, except for the following blanks:

1. Employee Name
2. Social Security Number.

4.2.2.6 Submit the authorization form to Human Resource Services through the following channels:

1. Department Head
2. Vice Chancellor
3. Controller

4.2.2.7 The department head will be informed of the availability of funds and the approval or disapproval of the request by Human Resource Services returning the original copy of the authorization form. If time is critical, the department head may reduce the time necessary to get the appropriate approvals by telephoning the Controller's Office to confirm the availability of funds and Human Resource Services for approval to employ a temporary worker. However, the Temporary Employment Authorization Form must also be completed and forwarded through the appropriate channels.

4.2.2.8 After employment authorization has been approved, ask Human Resource Services to forward applications for consideration.

4.2.2.9 Select a minimum of three (3) applicants for interviews.

4.2.2.10 Arrange interviews with the selected applicants - may be done by department or Human Resource Services.

4.2.2.11 Interview applicants and make the selection.

4.2.2.12 Contact selected applicant's previous employment references. This may be accomplished in one of three ways:

1. Applicant may provide a letter of recommendation from her/his previous employer.
2. Department head may personally contact the previous employer.
3. Human Resource Services may contact the previous employer.

4.2.2.13 If the position is one that requires a pre-employment physical examination, give the selected applicant the Physical Examination Form and ask that he or she take it to a physician, have it completed, and return it to the department head.

4.2.2.14 Necessary Form - Complete the Staff Compliance Report and Appointment Information Form.

4.2.2.15 Forward completed Compliance Report (and Physical Examination Form, if applicable) to Human Resource Services.

4.2.2.16 Human Resource Services will notify the selected applicant by letter outlining the terms of employment. They will also notify those applicants interviewed but not selected.

4.2.2.17 The employing supervisor must complete the Staff Employee Work Performance Appraisal Form. The supervisor should discuss with the employee the performance factors listed on the appraisal form. The appropriate copy should be returned to Human Resource Services by the stated deadline.

4.2.2.18 On employee's first day, he or she must make an appointment with Human Resource Services to complete necessary withholding forms.

4.2.2.19 Within the first three (3) days of employment the new temporary employee must complete the "Employment Eligibility Verification Form (I-9)." This form will be completed in Human Resource Services.

4.2.2.20 Temporary Employment Procedures - Part Time and/or Less Than Three Months

4.2.2.21 Procedure Steps - The procedures below are to be followed for hiring temporary part-time employees or temporary full-time employees who will work less than three months:

4.2.2.22 Necessary Form - Complete a Temporary Employment Authorization Form. If the department head has already found

an applicant to fill the position, his or her name and social security number should be included in the appropriate blanks on the form.

4.2.2.23 Submit the authorization form to Human Resource Services through the following channels:

1. Department Head
2. Vice Chancellor
3. Controller
4. Director of Human Resource Services

4.2.2.24 The department head will be informed of the availability of funds and the approval or disapproval of the request by the Human Resource Services returning the original copy of the authorization form. If time is critical, the department head may reduce the time necessary to get the appropriate approvals by telephoning the Controller's Office to confirm the availability of funds and the Human Resource Services for approval to employ a temporary worker. However, the Temporary Employment Authorization Form must be also completed and forwarded through the appropriate channels.

4.2.2.25 Select an applicant from the Human Resource Services applicant pool. This may be done by the department head (or designated representative) or by the Human Resource Services.

4.2.2.26 The applicant will be notified by the Human Resource Services of the position and employment procedures to follow if the position is accepted.

4.2.2.27 The department head is not required to submit a Compliance Report on temporary part-time employees or temporary full-time employees hired for less than three months.

4.2.3 Student Temporary Positions

4.2.3.1 Procedure Steps - The procedures below are to be followed for hiring student temporary employees:

4.2.3.2 Recruit students to fill the position. The supervisor may call upon the Financial Aid Office or the Career Development Center to assist in recruiting a qualified student.

4.2.3.3 Necessary Form - After selecting student, complete the top portion of a Student Temporary Employment Approval Form.

4.2.3.4 Give student the employment form and have him or her report to the Financial Aid Office to receive final approval.

4.2.3.5 Student will be given the pink copy of the approval form to carry back to the requesting supervisor.

4.2.3.6 Student may begin work.

4.2.4 College Work-Study Employees

4.2.4.1 Definition - The College Work Study Program is a federally funded student program based on the financial needs of the student. Federal guidelines place a total earnings limit on students receiving financial aid under this program.

4.2.4.2 Before a student can be considered for a College Work Study position, the following documents must be completed and be on file in the Financial Aid Office:

1. Application for Financial Aid
2. The results from the Confidential Need Analysis Form

4.2.4.3 Procedure Steps - The procedures below are to be followed for hiring Student Work Study employees:

4.2.4.4 Necessary Form - Complete a Student Request Form, and forward it to the Financial Aid Office.

4.2.4.5 Financial Aid Office tries to match an approved student to the request.

4.2.4.6 Necessary Form - Approved student is sent to the requesting supervisor with a completed Agreement for Students Participating in the College Work Study Program, for an interview.

4.2.4.7 If the supervisor feels that the student does not fill his or her needs, he or she will ask the student to return to the Financial Aid Office with the form, and another student will be sent for an interview.

4.2.4.8 When a student is accepted by the supervisor, the Agreement for Students Participating in the College Work Study Program authorizes the supervisor to employ the student.

5 Additional References

5.1 The following policies pertain to the hiring process:

- [Promotion](#)
- [Employment of Relatives \(Nepotism\)](#)
- [Priority Reemployment Consideration for RIF Employees](#)
- [Promotional Priority](#)
- [Recruitment and Posting of Vacancies](#)
- [Selection of Applicants](#)
- [Veteran's Preference 2-29](#)

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates