NON-CLASSIFIED PROFESSIONAL STAFF SEARCH PROCESS
(SUGGESTED CHECK LIST)

NOTE: In the event that you would like to request a waiver of the search process for an individual who is a principal investigator or co-principal investigator, please proceed as follows: Forward a written request to the AAEOD and HR Offices (i.e., Roxanne Gomes and Laura Kenerson, respectively), explaining the nature of the grant work, and specifying the name(s) of the individual(s) identified in the grant as the PI or Co-PI. Please attach the following to your request: copies of the pages from the approved grant proposal confirming the name(s) of the PI and/or Co-PI; a copy of the HR-approved job description; the individual’s resume. HR will be responsible for requesting approval from the appropriate union.

It is recommended that you visit: http://web.uri.edu/affirmativeaction/search-process/ to view the AAEOD Search Process Guidelines.

Department notifies the Dean/Director of the need to fill a position.

Dean/Director forwards a written request to the Provost or the appropriate Vice President for authorization to begin the search.

Once authorization (RF1) and/or (PAF) has been approved to begin the search, the Search Chair forwards a position description to Diego Jones in the Office of Human Resource Administration (HRA). NOTE: Search Chair may contact Laura Kenerson if in doubt of title of the position.

Search Chair initiates a Request to Fill Form (RF1) for positions that are funded in whole or in part by Fund 100, 102, 104. (RF1 is available at http://web.uri.edu/budget/forms/) If this is a new position, or a vacant position that needs to be extended, a Position Action Form (PAF) (formerly USP-) must also be initiated at this time.

The Position Action Form (if necessary) and the RF1 Form (if necessary --- please see above) are completed by the search chair and circulated for appropriate signature approvals.

Positions requiring a Request to Fill Form (i.e., positions that are funded in part or whole by Fund 100, 102, 104), HR will notify the department when the RF1 Form has been approved.

The search chair will need to set up a user account by going to https://jobs.uri.edu/hr. Please note: If you have served as a search chair since 2009, and have a user account, then it is not necessary to create a new account.

In addition to the HR approved job description, the Search Chair forwards the following information to HR (Gail Henriniques at ghenriques@uri.edu) whether position is academic or calendar year; diverse search committee members’ names; the required documents to be submitted by each applicant (e.g., cover letter, resume); list of the ad outlets; account # for the account to be used to charge back advertising expenses for grant funded positions.

Upon receipt of the information requested above, and the approved RF1 and PAF, HR (Gail Henriniques) will create the electronic Job Posting and, upon completion, will email the Search Chair a copy of the electronic job posting.

Once the Search Chair confirms that the Job Posting is correct, the Posting will be routed for approval electronically to the Affirmative Action Office reviewer, and then to Human Resource Administration (Laura Kenerson / Anne Marie Coleman).

The HR Office will notify the Search Chair after the AAEOD review has approved the Posting. The date by which applicants must post their resumes will be determined in consultation with the Search Chair, if electing to have the application period “Open until position is filled” which requires (First and Second consideration review dates), Or a defined closing date (the minimum is 10-days).

Search Committee members will be assigned a Guest User # and password to enable them to view the resumes online. The Guest User # and password will be unique to each search, and permit viewing of applicants for that particular position only. (HR will provide the Search Chair with the Guest User information for the committee members.) The link for viewing is: https://jobs.uri.edu/hr

HR will then place (paid) ads in the authorized outlets, and the search committee will place (free) announcements for which they are responsible (e.g., listservs).
All ads, postings, announcements will direct applicants to the appropriate web address to apply electronically (https://jobs.uri.edu).

In the event that resumes go directly to the Search Chair, including those submitted at conferences, it is the Search Chair’s responsibility to advise these applicants to apply online (https://jobs.uri.edu). Applications are not accepted by email or postal mail.

Upon completion of online application, each applicant will receive an immediate electronic acknowledgement.

The search committee completes the review of applications/resumes, and the Search Chair indicates online (https://jobs.uri.edu/hr) which of the applicants the committee wishes to interview. For applicants not selected for interview, the Search Chair indicates “Not Interviewed/Not Hired” and uses the “drop down” list to choose and enter a specific non-select reason. (Please refer to the attached list).

The Search Chair then emails the Affirmative Action Office reviewer (Roxanne or Gerard) the title of the position and the Job Posting SF#, asking permission to interview. Once AA approves the request, it is forwarded to HR (Laura Kenerson) for approval. Please include (cc:) Gail Henriques in the emails.

HR will contact search chair via email to authorize interviews. For Non-Classified Professional Staff searches covered under the candidates’ travel policy no arrangements can be made without prior approval from the HR Office (Gail Henriques x4088).

NOTE: Candidates’ travel is applicable to full-time, permanent Non-Classified Professional Staff positions supported 100% by general revenue funds. The following position levels are eligible for Candidate’s Travel; Head Coach, Director, and all levels of Deans, Vice Presidents, and Provosts.

Search Chair advises applicants who are invited for interview to be prepared to provide official transcripts if selected for the position.

When interviews have been concluded, the search chair will indicate the select/non-select reasons online (https://jobs.uri.edu/hr) and notify the Affirmative Action Office reviewer and Human Resources approval to hire. Please include (cc:) Gail Henriques in the email.

The AAEOD Office, HR Office, and Provost’s Office (when applicable) must approve the selection before an offer of employment is made. Salary offers must be approved by HR (Laura Kenerson).

NOTE: It is important to notify the AAEOD Office and HR Office as to whether the candidate accepts or declines the offer, or if the search has failed, or is cancelled (please cc: Gail Henriques).

As soon as the department is in receipt of a signed offer letter, an Employee Action Form (EAF) should be initiated. (Note: please indicate the job posting number #SF in the comments section on the EAF). A copy of the letter of offer should be attached.

Once HR (Beatrice Price) is in receipt of a signed offer letter, a “New Employee Packet” will be forwarded to the individual. An appointment will also be scheduled to meet with the individual to complete the required paperwork and to discuss benefits.

Once HR (Beatrice Price) receives the fully approved Employee Action Form, HR will close the search online, resulting in system-generated emails being sent to all applicants not selected for the position. It is the search committee’s responsibility to notify candidates who were interviewed but not selected for the position, although they will also receive the system-generated email.
APPLICANT STATUS NON-SELECT REASONS:

NON-SELECT REASONS FOR: CLASSIFIED CIVIL SERVICE STAFF - POSITIONS

Candidate withdrew/Not interested in position
Application incomplete
*Cannot meet applicant’s salary request
Cannot meet relocation request/cost
Conflict of interest/contracted time
Experience not appropriate for position
Did not meet minimum qualifications
Failed criminal background check investigation
Failed physical examination
Failed to meet pre-employment requirements
Lacks education and/or experience
Lacks educational background
Lacks recent experience
Lacks/expired required certificate of typing proficiency/ lacks/Expired required license(s)
Lacks supervisory experience
Not available for required hours
Not Hired, union member hired
Not Hired, union member lateral transfer hired
Not Hired, union member with more State seniority hired

NON-SELECT REASONS FOR: PROFESSIONAL STAFF HISTORICAL and FACULTY – POSITIONS

Lacks/weak in required qualification #1
Lacks/weak in required qualification #2
Lacks/weak in required qualification #3
Lacks/weak in required qualification #4
Lacks/weak in required qualification #5
Lacks/weak in required qualification #6
Lacks/weak in required qualification #7
Lacks/weak in required qualification #8
Lacks/weak in required qualification #9
Lacks/weak in required qualification #10
Lacks/weak in required qualification #11
Lacks/weak in required qualification #12
Lacks/weak in required qualification #13
Lacks/weak in required qualification #14
Lacks/weak in required qualification #15
Lacks/weak in required qualification #16
Lacks/weak in required qualification #17
Lacks/weak in required qualification #18
Lacks/weak in required qualification #19
Lacks/weak in required qualification #20

Application received after first consideration date
Application received after second consideration date
Candidate withdrew/Not interested in position
Application incomplete
Offered/accepted another position
Offered/but refused position
Poor/inadequate references
Posting cancelled
Minimum qualifications, not as strong as other candidates
Qualifications not as strong as candidate selected
Non-URI employee
Deceased
*Cannot meet applicant’s salary request

REV 03/2020