

## Non-Classified Staff Search Process Checklist

All searches must be conducted in compliance with applicable union contracts and the [University Policy and Procedures for Employee Recruitment, Selection, and Hiring](#)

Please visit [https://web.uri.edu/hr/ncsearch\\_process/](https://web.uri.edu/hr/ncsearch_process/) for information and resources related to the Non-Classified Search Process.

<u>6.1 Non-Classified Staff Search Process Stage I: Pre-Recruitment Planning</u>	
	Hiring Manager writes to the appropriate Vice President, or Dean within academic college, requesting authorization to fill a position and begin a search.
	Once approval has been granted, a Request to Fill Form (RF1) must be initiated for positions funded in whole or in part by Fund 100, 102, 103, 104, 106 & SPA110. RF1 form is available at: <a href="https://web.uri.edu/fsp/forms/">https://web.uri.edu/fsp/forms/</a> If this is a new position, or a vacant position that needs to be extended, a Position Action Form (PAF) must also be initiated in HR eCampus.
	A list of Non-Classified Job Descriptions can be found on the HR website: <a href="https://web.uri.edu/hr/job-descriptions/nc-jobdescriptions/">https://web.uri.edu/hr/job-descriptions/nc-jobdescriptions/</a>  If a new job description is needed, the Hiring Manager drafts position description. If this responsibility is delegated, Hiring Manager must approve the new position description. Hiring Manager may contact HR, Diego Jones, with questions regarding titles and descriptions. A new job description will require final approval from HR.
	Submit proposed job description to HR, Diego Jones, Classification and Compensation Analyst for review and approval. Diego will inform HR, Gail Henriques of approved job description to be used in the posting.
	Form a search committee. (Not required for positions below Grade 10) Hiring Manager, Search Chair, and committee members must have completed Employee Recruitment, Selection, and Hiring Training in Brightspace within two years prior to search. Additional information on <a href="#">HR Employment/Recruitment</a> website.
	The search chair will need to set up a PeopleAdmin user account by going to <a href="https://jobs.uri.edu/hr">https://jobs.uri.edu/hr</a> . If you have served as a search chair since 2009 and already have a user account, it is not necessary to create a new account.
<u>6.2 Non-Classified Staff Search Process Stage II: Sourcing</u>	
	Complete Employee Recruitment Strategy Form available on <a href="#">HR Employment Recruitment</a> website
	Submit Employee Recruitment Strategy Form to HR Gail Henriques <a href="mailto:ghenriques@uri.edu">ghenriques@uri.edu</a> and Robin Santini <a href="mailto:robin_santini@uri.edu">robin_santini@uri.edu</a>

	Upon receipt of fully approved RF-1 and/or PAF, approved Job Description from Diego Jones, and completed Employee Recruitment Strategy Form, HR will create the posting in PeopleAdmin and send a copy via email for review and approval by the Search Chair.
	Once approved by the Search Chair, HR performs final review and approval of posting.
	HR will update the posting to be active on <a href="http://jobs.uri.edu">jobs.uri.edu</a> , HR will then send the Search Chair an email to provide the Guest User Name and Password which will be uniquely created for each search and allow the other search committee members to view applications in that particular posting only. The Search Chair is responsible for providing the search committee members with their Guest Username and Password for viewing applications. However, only the Search Chair will have the ability to update the status of applicants using their own individual Search Chair login credentials.
	<b>Search Chair, search committee and Outreach Coordinator (as applicable) perform outreach</b> as indicated on the submitted Employee Recruitment Strategy Form. <b>HR will place paid ads</b> through the URI contracted agencies.

6.3 Non-Classified Staff Search Process Stage III: Evaluating Applicants

	Search Chair and search committee review applications and evaluate based on required qualifications. May begin reviewing applications immediately; however, must evaluate all applicants through first consideration date if open until filled.
	Complete <a href="#">Applicant Evaluation Rubric</a> to document consensus of committee’s evaluation regarding which applicants meet the required qualifications (even if weak in one or more), who among the qualified applicants will be invited for an interview, and who among the qualified applicants should be held for later consideration.
	Search Chair must update applicants in PeopleAdmin in accordance with consensus Applicant Evaluation Rubric. <i>Interview Pending, Hold for Later Consideration, or Not interviewed/Not hired, Lacks/Weak in RQ#?</i> . If applicant is not being held or invited for interview, please indicate which specific requirement is weak/ lacking. Simply choose one if there are multiple requirements weak/lacking. If no requirements are weak or lacking use <i>Not Interviewed/Not hired, Qualifications not as strong as interview pending applicants.</i> (List of allowed non-select reasons is attached.)
	Submit consensus Applicant Evaluation Rubric with request to interview or hold applicants to: Robin Santini ( <a href="mailto:robin_santini@uri.edu">robin_santini@uri.edu</a> ) and Gail Henriques ( <a href="mailto:ghenrques@uri.edu">ghenrques@uri.edu</a> ). Include the Posting Number in the Subject line for recording keeping and to expedite review process.
	HR must provide authorization to begin inviting applicants for interviews. This authorization provides approval for initial and all subsequent interviews.

6.4 Non-Classified Staff Search Process Stage IV: Interviewing and Selecting Preferred Candidates

	Search Chair and members should take notes during the interview process.
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	An Interview Scoring Grid is available on the <a href="#">HR Employment Recruitment</a> website (not required) along with other resources for conducting interviews.
	Work with Business Office or Department Chair regarding candidate travel expenses
<u>6.5 Non-Classified Staff Search Process Stage V: Hiring</u>	
	Once the interview process is complete, if Hiring Manager is not Search Chair, submit recommendations for hire to Hiring Manager for decision making / approval.
	Update PeopleAdmin to indicate <i>Recommended for Hire</i> and update the status of other interviewed applicants, either: <i>Interviewed</i> if they would be considered for hire if first offer is declined, or <i>Interviewed/Not hired, Weak/Lacks in RQ#?</i> as you found them during the interview process.
	Send an email to Specialist, Talent Acquisition Reviewer and Gail Henriques to inform us of the Recommended Hire.
	Send interview notes to Specialist, Talent Acquisition Reviewer.
	Specialist, Talent Acquisition will provide offer letter to Search Chair for transmission to candidate.
	Keep HR informed regarding status of the offer of employment.
	Return signed offer letter to HR per email instructions accompanying offer letter.
	Once the department has received a signed offer letter, update the remaining applicants as appropriate. (e.g., <i>Interviewed/Not hired, Qualifications not as strong as candidate selected.</i> )
	Once the department has received a signed offer letter, an Employee Action Form (EAF) must be submitted in HR e-Campus by the hiring department. For EEO reporting purposes, include the Posting Number in the appropriate field on the EAF. A copy of the offer letter should be attached to the EAF.
	The Search Chair must communicate with applicants who were interviewed but not offered the position. Please communicate promptly with anyone waiting for an update on the status of their candidacy, prior to automated emails which are generated when the posting is changed to <i>Filled</i> .
	When HR receives the fully approved EAF, HR will update the posting to <i>Filled</i> and at this time a system-generated email will be sent to all applicants not selected for the position.
<u>6.6 Non-Classified Staff Search Process Stage VI: Onboarding</u>	

	When HR receives the signed offer letter, a “New Employee Packet” will be forwarded to the new hire. HR will schedule an appointment to meet with the new hire and complete the required paperwork and review benefits.
	Please see <a href="#">Procedures for Employee Recruitment, Selection and Hiring</a> : 6.6.2 URI New Employee Orientation 6.6.3 Department Onboarding Plan  Please refer new employees to HR Website: <a href="https://web.uri.edu/hr/newemployee/">https://web.uri.edu/hr/newemployee/</a>
<a href="#">6.7 Non-Classified Staff Search Process Stage VII: Post-Recruitment Evaluation</a>	
	Please complete Google Survey sent by HR to provide feedback on the search process.

**Faculty and Non-Classified Staff Non-Select Reasons**

- Lacks/weak in required qualification #1 through Lacks/weak in required qualification #20
- Qualifications not as strong as interview pending applicants
- Candidate withdrew/Not interested in position
- Cannot meet applicant’s salary request
- Application incomplete
- Application received after first consideration date
- Offered/accepted another position
- Offered/but refused position
- Poor/inadequate references
- Posting canceled
- Finalist not as strong as candidate hired
- Non-URI employee
- Deceased