

NON-CLASSIFIED PROFESSIONAL STAFF SEARCH PROCESS

Please review the search process documentation on the Office of Human Resource Administration (HRA) website: uri.edu/hr/ncsearch_process/

Contact Robin Santini (HRA) with questions or to request a meeting to review the process.

How to obtain approval to fill a position

- The Hiring Manager forwards a written request to the appropriate Vice President for authorization to fill a position and begin the search.
- Please submit a Request to Fill Form (RF-1) and, if necessary, submit a Position Action Form (PAF).

Forms are available on the URI Budget website: uri.edu/budget/forms

How to initiate the search

- Once the Request to Fill Form (RF-1) and Position Action Form (PAF), if necessary, have been approved, please proceed to the next step.

How to formalize an updated Job Description

- The designated Search Chair has position description approved by Hiring Manager and then forwards it to Diego Jones in the Office of Human Resource Administration (HRA) for review. NOTE: The Search Chair may contact Laura Kenerson regarding position title questions.

How to provide posting details

- Once the job description is finalized with Diego Jones, the Search Chair will forward the following information to Gail Henriques (HRA) and cc: Robin Santini (HRA)
1. Please indicate whether the position is academic or calendar year.
 2. Please provide the names of recommended search committee members (minimum of three).

Important: Committee members cannot serve as a reference for any applicants.

3. Please describe how you diversified the search committee.
(e.g., demographics, various fields of study/specialties, various roles within university, various professional organization memberships – including subgroups focused on groups underrepresented within your department, various backgrounds regarding diversity & inclusion awareness).
4. Please provide a list of required documents to be submitted by each applicant
(e.g., cover letter, resume, references, etc.).
5. Please provide a list of the advertising outlets (for grant-funded positions, please include a Chartfield account # to be used to charge back advertising expenses). Please include how the committee will accomplish direct outreach:
(e.g., professional associations, focused professional associations for demographic categories underrepresented in your department, outreach to people in the field, direct communication with possible candidates to encourage them to apply online).
HRA covers up to \$900 of advertising expenses.
6. Please provide the intended posting timeline (e.g., application period, the goal for completing applicant reviews).

The deadline for submitting applications online will be determined in consultation with the Search Chair. The posting can have a defined closing date or be open until the position is filled.

Once the posting details have been received, Gail Henriques (HRA) will create the electronic Job posting and email the Search Chair a preliminary copy of the posting.

After the Search Chair confirms the Job Posting is correct, the Posting will be routed electronically within PeopleAdmin to Robin Santini (HRA) for approval.

HRA will then place (paid) advertisements in the authorized outlets, and the search committee will place (free) announcements for which they are responsible (e.g., listservs). All ads, postings, and announcements will direct applicants to the appropriate web address to apply electronically (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 (jobs.uri.edu). Applications are not accepted by email or postal mail.

Upon completion of the online application, each applicant will receive an immediate electronic acknowledgment confirming successful application submission.

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

- The Search Chair will provide committee members with a Guest User# and Password. (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 position only. Gail Henriques (HRA) will provide the Search Chair with the Guest User information for distribution to the committee members.)

The link for viewing applications is: jobs.uri.edu/hr

How to prepare to review applicants

The Search Chair should address the following topics with the search committee:

1. Search process overview and provide URI HR website link for reference.
2. Search committee responsibilities including confidentiality of the process.
3. Position description and required qualifications.
4. **Posting Timeline (e.g., application period and the goal for completing applicant reviews).**
5. Preliminary Interview Schedule (committee members coordinate and reserve time on calendars).
6. Confirm and communicate individual roles within the active recruiting strategy. (e.g., conference outreach, professional associations, focused professional associations for demographic categories underrepresented in your department, outreach to people in the field, direct communication with possible candidates to encourage them to apply online. **(Please note committee members cannot serve as a reference)**)

How to review applicants

All search committee members should be actively involved in reviewing applications. Information regarding applicants is to be kept confidential and discussed only with committee members and the hiring manager.

Search committee members conduct their review by evaluating each applicant's application and submitted materials based on the required/preferred qualifications advertised in the posting.

- The search chair completes a master Applicant Evaluation Rubric based on the consensus of the search committee. The rubric is available on the HR Employment/Recruitment website. uri.edu/hr/ncsearch_process/

How to request interviews – Interview Pending

Applicants chosen for interview cannot be lacking any required qualifications. An interview is not required for all qualified applicants.

Please refer to the HR Employment/Recruitment website for legal interview questions and tips for a successful interview process. uri.edu/hr/ncsearch_process/

- The Search Chair indicates online in PeopleAdmin (jobs.uri.edu/hr) which of the applicants the committee wants to interview by changing their status to “Interview Pending” or “Hold for Later Consideration”. For applicants not selected for interview or hold, 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).**
- After the applicants have been updated online, the Search Chair then emails Anne Marie Coleman and Robin Santini (HRA) the title of the position and the Job Posting SF#, requesting approval to interview. Please include (cc:) Gail Henriques in this email.

Anne Marie Coleman reviews the request for contractual obligations and Robin Santini reviews the applicants’ qualifications along with an EEO Report of the applicant pool.

Robin Santini and/or Anne Marie Coleman will then contact the search chair via email to authorize interviews.

Approval for interviews includes all subsequent interviews, including final interviews.

- Each member of the search committee should take notes during the interview process.
- For Non-Classified Professional Staff searches covered under the candidates' travel policy for State Funded positions, no arrangements can be made without prior approval from the HRA 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.

References may be contacted at any time before or after the interview process. If an applicant receives a poor or inadequate reference, that non-select reason is available in the drop-down menu in PeopleAdmin. If you wish to contact references not listed, approval must be granted by the applicant.

If immigration status may be a factor for any of the applicants moving forward in the interview process, please contact Laura Kenerson immediately.

Per RI Gen Laws § 28-6-22 (a), Hiring Managers, Search Chairs and Search Committee Members should note they are not allowed to:

- (1) Rely on the wage history of an applicant when deciding whether to consider the applicant for employment;
- (2) Require that an applicant's prior wages satisfy minimum or maximum criteria as a condition of being considered for employment;
- (3) Rely on the wage history of an applicant in determining the wages such applicant is to be paid by the employer upon hire; or
- (4) Seek the wage history of an applicant.

Also, Per RI Gen Laws § 28-6-22 (c):

Upon the applicant's request, the Hiring Manager or Search Chair shall provide an applicant for employment the wage range for the position for which the applicant is applying, and the Hiring Manager or Search Chair should provide a wage range for the position the applicant is applying for prior to discussing compensation.

How to select a final candidate – Recommended for Hire

- After interviews have been conducted, the search chair will update the applicants' status by indicating the select/non-select reasons online in PeopleAdmin (jobs.uri.edu/hr) and inform Anne Marie Coleman and Robin Santini (HRA) of the candidate selected for hire. Please include (cc:) Gail Henriques in the email. Please note, HRA approval is no longer required for the recommended hire, however we need to be informed of your selection.

Salary offers must be approved by the Hiring Manager and Laura Kenerson (HRA). Please send an email to Laura Kenerson to discuss the salary offer.

Once a verbal offer has been accepted, please provide Laura Kenerson with the agreed-upon salary and start date. Laura will write the offer letter and email it to the Search Chair along with instructions regarding the offer.

- A compilation of the committee's interview notes must be sent via email to Robin Santini to maintain employment activity records.

NOTE: It is important to notify the HRA Office, Anne Marie Coleman and Robin Santini, as to whether the candidate accepts or declines the offer, or if the search has failed with a request to cancel. Please cc: Gail Henriques.

- Once an offer is accepted, the successful candidate must be the only remaining applicant in the active workflow in PeopleAdmin. If it is an “open until filled” posting, please communicate with Gail Henriques to close the posting.

As soon as the department is in receipt of a signed offer letter, an Employee Action Form (EAF) should be initiated by the Department. A copy of the offer letter must be attached to the EAF in HR e-campus.

(Note: please indicate the job posting number (SF#) in the appropriate field provided on the EAF).

Once HRA 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 discuss benefits.

When HRA receives the fully approved Employee Action Form, HRA will identify the search as filled in PeopleAdmin, resulting in system-generated emails being sent to all applicants not selected for the position.

- **It is the search chair’s responsibility to notify candidates who were interviewed but not selected for the position, even though they will also receive the system-generated email.**
- **No announcements should be made regarding the successful candidate until all other interviewees have been notified they were not selected.**

NOTE REGARDING GRANTS: If 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: Please forward a written request to Anne Marie Coleman or Laura Kenerson 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. HRA will be responsible for requesting approval from the appropriate union.

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APPLICANT STATUS NON-SELECT REASONS:

FACULTY & PROFESSIONAL STAFF HISTORICAL 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