

NON-CLASSIFIED PROFESSIONAL STAFF SEARCH PROCESS

The University is in the process of reviewing and updating the search process.

In the interim, please use the following procedure when initiating a new search.

Review search process documentation on the Office of Human Resource Administration (HRA) website. Contact Robin Santini (HRA) with questions or to request a meeting to review the process.

Obtaining Approval to Fill Position

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

_____ Submit Request to Fill Form (RF-1) and/or Position Action Form (PAF).

Link for Budget forms: <http://web.uri.edu/budget/forms>

Initiating the Search

Once the Request to Fill Form (RF-1) and Position Action Form (PAF), if necessary, have been approved:

Formalize an Updated Job Description

_____ 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.

Provide Posting Details

_____ Once the job description is finalized, the Search Chair forwards the following information to Gail Henriques (HRA) and cc: Robin Santini (HRA)

1. Indicate whether position is academic or calendar year
2. Provide names of recommended search committee members (minimum of three)
3. 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)

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4. Provide list of required documents to be submitted by each applicant (e.g., cover letter, resume, references, diversity statement, etc.)
5. Provide list of the advertising outlets (and for grant funded positions include a Chartfield account # to be used to charge back advertising expenses) including how the committee 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-committee members cannot serve as a reference)
6. Provide Posting Timeline (e.g., application period, 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 electronic job posting.

Once 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) 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 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, it is not necessary to create a new account.

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_____ Search Chair provides committee members with 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 the committee members.)

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

Preparing 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 process
3. Position Description and Required Qualifications
4. **Posting Timeline (e.g., application period, goal for completing applicant reviews)**
5. Prepare preliminary Interview Schedule (committee members coordinate and reserve time on calendars)
6. Confirm and communicate individual roles within 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-committee members cannot serve as a reference)

Reviewing 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.

The search committee conducts 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. https://web.uri.edu/hr/ncsearch_process/

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Requesting Interviews – Interview Pending

Applicants chosen for interview cannot be lacking any required qualifications. You do not need to interview all qualified applicants. Refer to HR Employment/Recruitment website for legal interview questions and tips for a successful interview process. https://web.uri.edu/hr/ncsearch_process/

_____ The Search Chair indicates online in PeopleAdmin (<https://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, 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 request in conjunction with an HRA EEO report of the applicants.

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

Approval for interview includes all subsequent interviews, including initial interviews and 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 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.

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.

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Selecting a Final Candidate – Recommended for Hire

_____ When interviews have been concluded, the search chair will update the applicants' status by indicating the select/non-select reasons in PeopleAdmin online (<https://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. HRA approval is no longer required for recommended hire.

Salary offers must be approved by HRA Laura Kenerson. Send an email to Laura Kenerson to discuss the salary offer.

Once a verbal offer has been accepted, provide Laura Kenerson with the agreed upon salary and start date and she will initiate the offer letter.

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 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) (formerly the USP-2) should be initiated. A copy of the letter of offer should be attached to the EAF.

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

Once Beatrice Price (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 to discuss benefits.

When Beatrice Price 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 that they were not selected.

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NOTE: 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: 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:

NON-SELECT REASONS FOR:

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