UA Recruiting and Employment Procedures

Employee Relations and Human Resources
First Step – Contact ER/HR

• Reason for Need
  ➢ Vacancy due to retirement, resignation or separation
  ➢ New position
  ➢ Promotion
  ➢ Position change

• Job Description
  ➢ Duties and Responsibilities
  ➢ Requirements
Determining Employee Group

• Appropriate Employee Group
  ➢ Civil Service
  ➢ Academic Professional
  ➢ Temporary
    ➢ Visiting Academic Professional
    ➢ Extra Help (Civil Service)
      – Clerical
      – Technical
      – Professional
    ➢ Student or Grad
Civil Service Positions

- Civil Service Positions
  - Over 600 classifications used
  - All positions except Faculty and Students, unless exempted under 36e(3) or 36e(4) exemptions
  - Typically, if over 50% of duties and responsibilities match CS classification
  - Exempt and Non-Exempt (OT Eligible)
Civil Service Positions

- Civil Service Positions
  - Negotiated
    - 6 Month Probationary Period (2/4/6 Mo Reviews)
    - Anniversary and Contractual increases
    - Non-Exempt and Exempt
  - Open Range
    - 6 and (2/4/6) and 12 Month Probationary Periods (4/8/12 Mo Reviews)
    - Salary Program or End of Probation Increases
    - Non-Exempt and Exempt
Civil Service Custom Classifications

• Custom Classifications (*Pilot Positions*)
  - Business Administrative Associate
  - Accounting Associate
  - IT Support Associate (Non-Exempt)
  - IT Technical Associate
  - IT Manager Administrative Coordinator
Civil Service Custom Classifications

• Custom Classifications
  ▶ Require Bachelor’s degree (except IT positions)
  ▶ 12-month Probationary Period
  ▶ Credentials Assessment
  ▶ Broad-banding scores
  ▶ Specialty Factors
  ▶ New interviewing requirements
Civil Service Positions

- Testing and Registers
  - Paper, Computer and Credentials Assessment Tests
  - Rule of 3
  - Pre-screening
- Civil Service Positions
  - Probationary Dismissal
    - Feedback and Documentation
    - Reviews
    - Timing
    - Retreat Rights
Academic Professional Positions

- Academic Professional
  - Exempt Positions (Not Eligible for Overtime)
  - Typically 12-month appointments
  - Notification Rights (6 or 12 months – State funded)
  - No Probationary Period
  - Annual Performance Evaluations
  - Salary Program Increases
  - Specialist, Coordinator, Assistant Director, Associate Director, Director, Asst/Assoc VP
Temporary Positions

Visiting Academic Professional
- Typically 12-month Appointment
- No Notice Rights/UA courtesy notice (2 months)
- Option to renew up to 3 times (total of 4 years)
- UIUC – Union
- Transition to Regular AP Position

Extra Help
- Clerical, Technical and Professional
- 900 Hour Limitation
- Non-Exempt/Hourly
Temporary Positions

• Undergraduate Student
  ➢ Federal Work Study
  ➢ Hourly rate of pay

• Graduate Student
  ➢ Grad hourly
    • Hourly rate of pay
  ➢ Graduate Assistantship
    • Salaried position
    • Tuition Waiver
Second Step – Hiring Exception Form

ERHR ➞ Unit ➞ AVP ➞ SAVP ➞ Knorr ➞ President

• Knorr Level Approvals
  - Replacement for vacancy due to resignation, retirement or separation
  - New position that does not increase budget or FTE
  - Promotions with =/< 7% increase
  - Off-cycle increase =/< 7% increase
  - FTE, Org #, and Title Change Only
Hiring Exception Form

• President Level Approvals
  ➢ New position that increases budget and/or FTE
  ➢ Promotions with > 7% increase
  ➢ Off-cycle increase > 7% increase

• Typically 2 – 3 Weeks for Approvals
Third Step– Search/Recruiting

- **Academic Professional**
  - Advertising
  - Search committee
    - Minimum three members
    - Diversity
    - Interviewing format
  - Affirmative Action Goals
    - EEO is a combination of the University’s commitment to diversity, compliance with non-discrimination laws, and the implementation of our affirmative action goals.
Search/Recruiting

• The essence of EEO and Affirmative Action is opportunity
  ▶ Cast a wider net to ensure qualified women and minorities are included in the candidate pool
  ▶ Eliminate preferences
  ▶ Level the playing field

• Although the University conducts generalized outreach efforts to create a diverse candidate pool, search committees are asked to make additional efforts to recruit qualified women and minority candidates when there is under-utilization in the job group.
Search/Recruiting

• Civil Service
  ▶ Advertising
  ▶ Search committee (optional)
    • No member minimum
    • Diversity
    • Interviewing format and rules
  ▶ ER/HR Coordinates
Search Committee

• Appointed by hiring manager and/or department seeking position to be filled

• Responsibilities
  - Attend all meetings/interviews
  - Read all materials; prepare in advance
  - Commit time and effort necessary for successful outcome
  - Be compliant with EEO guidelines and legislation
  - Select candidates based on requirements of position
  - Make recommendation for top candidates to hiring manager
Search Committee

• Search chaired by ER/HR recruiter

• Responsibilities
  ➢ Liaison with the committee, department, and final candidates
  ➢ Facilitate committee meetings
  ➢ Keep selection process on track
  ➢ Keep selection committee compliant with selection laws and policies
  ➢ Prepares and submits all appropriate search documentation
  ➢ Pre-screens candidates
  ➢ Assists with development of interview questions
  ➢ Schedules interviews
HireTouch Tips and Tricks

• Log In/Access
• Dashboard
• Different views
• Sorting
• Administrative Access
• Downloading/Printing
• Approving Forms
Interviewing

Interviewing Techniques, Approaches, and Do’s/Don’t’s

http://www.hr.uillinois.edu/cms/One.aspx?portalId=964839&pageId=1139383
References and Approvals

- References
- Background Checks
- EEO Approval
- Verbal and Written Offer
  - Salary within approved range on Hiring Exception Form
  - Verbal Offer and Letter extended by ER/HR
- BOT Prior Approval
  - Director, Assistant Vice President, Associate Vice President, Vice President
  - Interim until Monday following BOT meeting
Academic Professional Promotions

• One-step progression AP titles
  ➢ Specialist (Analyst)
  ➢ Coordinator
    • Senior Coordinator
  ➢ Assistant Director
  ➢ Associate Director
    • Senior Associate Director
  ➢ Director
    • Senior Director
  ➢ Assistant Vice President
    • Senior Assistant Vice President
  ➢ Associate Vice President
    • Senior Associate Vice President
  ➢ Vice President
Academic Professional Promotions

- Once per 12-month period
- Minimum Requirements
- Employee Resume
- Organizational Chart
- Justification
  - Goal for Job Group
  - Selection over other employees in unit
Other AP Search Waivers

- Reassignment/Transfer
- Title Change
- Reorganization of Unit
- Spousal Hire
- FTE Change
- Other special circumstances
Civil Service Reclassifications

- Promotional Line
- Minimum Requirements
- Passing Score on Test
- Audit
- Minimum 4% required increase
- Probationary Period
Civil Service Reallocation

- Different Classification Line
- Minimum Requirements
- Passing Score on Test
- Audit
- Minimum 4% required increase
- Probationary Period
Fourth Step– Onboarding

- Nessie New Hire
- I9
- Other employment forms
- Network Access
- Building Access
Final Steps—Orientation

• UA Orientation
  ➢ Monthly at Urbana and Chicago
  ➢ 8:30am – 2:00pm

• Unit Orientation
  ➢ Meetings with staff
  ➢ Departmental policies and guidelines
  ➢ Computer, Phone, etc.
Coaching and Feedback

- Ongoing Feedback
- Training and Educational Resources
- Performance Reviews
Questions?

Thank you!

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