

# Hiring Procedures and Online Employment System Processing

## Contents

GENERAL HIRING INFORMATION AND OVERVIEW .....	5
Roles/User Type and Default View .....	6
Summary of Hiring Requirements .....	8
FACULTY POSITIONS - RECRUITMENT .....	9
Faculty Recruitment - Online Employment System Processing .....	9
Tab 1 – Select Faculty Type .....	10
Tab 2 - Requisition Form.....	10
Tab 3 - Available Funding Source .....	11
Tab 4 - Action History .....	11
Faculty Recruitment Approvals .....	11
Faculty Recruitment - Strategies to Consider/Plan .....	12
Faculty Recruitment - Posting the Position .....	13
Faculty Recruitment - Review of Applications .....	13
Faculty Recruitment - Maintenance of Application Roster .....	14
Faculty Recruitment - Special Handling.....	14
Faculty Recruitment - Current BOR Employee? .....	15
Faculty Recruitment - Interviews .....	15
Telephone .....	15
Face-to-Face.....	16
Technological Alternatives .....	16
Faculty Recruitment - Reference Checking .....	16
Faculty Recruitment - Hiring Proposal.....	16
Search-and-Screen Committee .....	16
Hiring Authority .....	17
Faculty Recruitment - Verbal Negotiation of Employment.....	17
Faculty Recruitment - Background Checking.....	17
Faculty Recruitment - Official Offer .....	17
Confirmation Offer Letter.....	18
Employment Contract .....	18
Faculty Recruitment - Final Application Roster Processing.....	18

NON-FACULTY EXEMPT (NFE) POSITIONS .....	19
NFE POSITION DESCRIPTIONS .....	19
NFE - Create New Position Description.....	19
Tab 1 - Duplicate Position .....	20
Tab 2 - Requisition Form.....	20
Tab 3 - Available Funding Source .....	21
Tab 4 - Personal and Organizational Data .....	21
Tab 5 - Purpose of Position.....	22
Tab 6 - Problems & Decisions .....	22
Tab 7 - Working Contacts.....	23
Tab 8 - Other.....	23
Tab 9 - Job Functions.....	24
Tab 10 - Action History .....	24
NFE Create New Position Approvals .....	24
NFE - Update Existing Position Description.....	26
NFE - 2. Institutional Update/Review a Position.....	26
NFE - 3. Employee Update/Review a Position.....	26
NFE RECRUITMENT .....	27
Tab 1 - Requisition Form.....	28
Tab 2 - Available Funding Source .....	28
Tab 3 - Personal and Organizational Data .....	29
Tab 4 - Purpose of Position.....	29
Tab 5 - Problems & Decisions .....	29
Tab 6 - Working Contacts.....	30
Tab 7 - Other.....	30
Tab 8 - Job Functions.....	30
Tab 9 - Action History .....	31
NFE Recruitment Approvals .....	31
NFE Search and Screen Assignment Request .....	32
NFE Recruitment - Strategies to Consider/Plan .....	33
NFE Recruitment - Posting the Position.....	33
NFE Recruitment - Review of Applications.....	33
NFE Recruitment - Maintenance of Application Roster.....	34
NFE Recruitment - Special Handling .....	34
NFE Recruitment - Current BOR Employee? .....	35
NFE Recruitment - Interviews.....	35

Telephone Interviews.....	35
Face-to-Face Interviews.....	36
Technological Alternatives .....	36
NFE Recruitment - Reference Checking .....	36
NFE Recruitment - Hiring Proposal .....	36
Search-and-Screen Committee .....	36
Hiring Authority .....	37
NFE Recruitment - Verbal Negotiation of Employment .....	37
NFE Recruitment - Background Checking.....	37
NFE Recruitment - Official Offer.....	37
Confirmation Offer Letter.....	38
Employment Contract.....	38
NFE Recruitment - Final Application Roster Processing .....	38
CIVIL SERVICE ACT (CSA) POSITIONS .....	39
CSA - Create New Position Description.....	39
Tab 1 - Duplicate Position .....	40
Tab 2 - Requisition Form.....	40
Tab 3 - Available Funding Source .....	41
Tab 4 - Personal and Organizational Data .....	41
Tab 5 - Duties .....	42
Tab 6 - General Information .....	42
Tab 7 - Position Information.....	43
Tab 8 - Action History .....	43
CSA Establish New Position Approvals.....	44
CSA - Update Existing Position Description.....	46
CSA - 2. Employee Update/Review a Position .....	47
CSA - 3. Institutional Update/Review a Position .....	47
NOTE: CSA—3. Institutional Update/Review a Position views.....	47
Tab 1 - Available Funding Source .....	47
Tab 2 - Personal and Organizational Data .....	48
Tab 3 - Duties .....	48
Tab 4 - General Information .....	49
Tab 5 - How This Job Has Changed .....	49
Tab 6 - Position Information.....	50
Tab 7 - Request for Position Classification/Pay Grade Review .....	51
Tab 8 - Action History .....	52

CSA Institutional Update/Review a Position Approvals .....	52
Civil Service Act (CSA)—Recruitment.....	54
CSA. 4. Recruit an Existing Position.....	54
Tab 1 - Requisition Form.....	55
Tab 2 - Available Funding Source .....	55
Tab 3 - Personal and Organizational Data .....	56
Tab 4 - Duties .....	56
Tab 5 - General Information .....	56
Tab 6 - Position Information.....	57
Tab 7 - Action History .....	57
CSA Recruitment Approval Processing.....	58
CSA Recruitment - Strategies to Consider/Plan .....	59
CSA Recruitment - Posting the Position.....	59
CSA Recruitment - Review of Applications.....	60
Maintenance of Application Roster .....	60
CSA Recruitment - Special Handling.....	60
CSA Recruitment - Current BOR Employee? .....	61
CSA Recruitment - Interviews.....	62
Telephone Interviews.....	62
Face-to-Face Interviews.....	62
Technological Alternatives .....	62
CSA Recruitment - Reference Checking .....	62
CSA Recruitment - Hiring Proposal .....	63
Hiring Authority .....	63
CSA Recruitment - Verbal Negotiation of Employment.....	63
CSA Recruitment - Background Checking.....	63
CSA Recruitment - Official Offer .....	64
Confirmation Offer Letter.....	64
CSA Recruitment - Final Application Roster Processing.....	64

## GENERAL HIRING INFORMATION AND OVERVIEW

The South Dakota School of Mines and Technology (School of Mines) is committed to ensuring equal employment opportunity to all qualified individuals, and to recruit and retain a diverse workforce. As such, the School of Mines will not discriminate on the basis of race, color, national origin, military status, gender, religion, age, sexual orientation, political preference, or disability in employment or the provision of service.

All university employees shall ensure that decisions they make related to employment matters are in compliance with these procedures as well as all applicable federal and state laws and guidelines. It must be noted that if these procedures or laws and guidelines are not adhered to the president of the university may disallow any offer of employment.

All employee recruitment activities are completed within the South Dakota Board of Regents' (BOR) applicant tracking and position description system referred to as the "Online Employment System." It is strongly recommended that all applicant materials, subsequent screening notes and miscellaneous documentation be maintained within the Online Employment System. All hard-copy material generated during the search must be retained for three years. After three years the material may be destroyed.

Qualifications for a position or the selection criteria for the hiring process may include education, training, experience, skill, aptitude, employment history, and general ability, as well as qualities such as motivation, team work, ability to accept direction, and so on. However, all selection criteria must be verifiably job-related (i.e., necessary and relevant to the safe and effective performance of the position). In addition, selection criteria must be applied consistently to all applicants of a position.

All Civil Service Act (CSA) and Non-Faculty Exempt (NFE) positions require an up-to-date position description; therefore, CSA and NFE position descriptions are to be reviewed and updated by the Hiring Manager and/or Hiring Manager Assistant prior to beginning the recruitment process. Faculty position descriptions are, however, defined by South Dakota Board of Regents policy 4:38 Statement Concerning Faculty Expectations (<http://www.sdbor.edu/policy/4-Personnel/documents/4-38.pdf>) rather than the Online Employment System, so no preparatory updating is needed.

All "actions" within the Online Employment System require hierarchical approvals.

The hierarchical user types and roles are:

*Administrator*—president and/or vice president responsible for position.

*BOR HR*—BOR director of human resources responsible for classification and appeal actions.

*Budget*—funding approval through the budget office, which also involves a final review and support from the vice president for business and administration and the provost.

*CSA Employee*—Civil Service Act (CSA) employee.

*Dean/Department Head*—review/approval of department head/chair.

*Hiring Manager (HM)*—person who supervises or has departmental permission to generate actions for the position within the Online Employment System.

*Hiring Manager Assistant (HMA)*—person given authority to generate actions or make approvals within the Online Employment System on behalf of the *Hiring Manager*.

*Institutional CEO (Inst CEO)*—president

*Institutional HR (Inst HR)*—staff member of the Office of Human Resources.

*NFE Employee*—Non-Faculty Exempt (NFE) employee.

The screenshot shows the 'Online Employment System' interface. At the top, there's a banner with 'Online Employment System' and 'Institutional Profiles'. Below the banner, a message states: 'Welcome Deborah Sloat. You are logged in with Institution/Department View. Your Current Group: Hiring Manager. Wednesday, August 4, 2010'. The main heading is 'Change User Type'. Below this, a text box says: 'To change your current user type, choose from the user types below that you are a member of, then click Change Group.' A list of user types is shown with radio buttons:   
☒ Hiring Manager   
☐ Inst HR   
☐ CSA Appeal Committee Chair   
☐ NFE Employee   
☐ Hiring Manager/Assistant with Org Access   
☐ SuperUser   
 At the bottom, there are two buttons: 'CHANGE GROUP' and 'CANCEL'.

## Roles/User Type and Default View

Employees may hold multiple roles within the Online Employment System. For example, an employee may be an NFE employee, a Hiring Manager, and an Administrator. Another employee may be a CSA employee and also have the role of Budget.

Prior to beginning any action within the Online Employment System, the employee needs to decide what their current role should be. Are they entering the system based on an e-mail from the system asking them to take action? If so, what action does the e-mail indicate they need to do? For example, it may indicate that the Administrator has a review for approval waiting. This tells the employee they need to take on the role of Administrator for that action. If the e-mail indicates that the Hiring Manager has a recruitment action to review and approve, this indicates that the employee needs to take on the role of Hiring Manager for that action.

The roles for each employee are located on the “Change User Type” page found in the “ADMIN” channel on the left-side navigation menu. The middle area of the navigation menu indicates the user type currently selected. Depending on the necessary action to be completed, an employee may need to change their user-type selection by selecting the specific role and “change group.”

Depending upon your position, you may also have two different “Default Views.” The “User” view would be appropriate when a position directly reports to you within your organization code; however, all other positions within your department report to someone else. If, however, you do have supervisory authority over all employees within the organization code your “Default View” would be “Institution/Department.” Again, depending upon the situation, you may need to toggle back and forth between “Default Views” to see which one provides you the access you need for a specific action.

It is extremely important to note that the authority to hire is only allowed for employees who are formally assigned administrative responsibilities. An employee who is designated Hiring Manager (HM) within the Online Employment System does NOT necessarily have hiring authority—ONLY department heads, directors, vice

presidents, and administrator roles have hiring authority and the ability to verbally negotiate employment with applicants.

The School of Mines utilizes search-and-screen committees to recruit executive, senior-level, and the highest mid-level positions, as well as ongoing-term, tenure-track, and department head faculty positions. Members of search-and-screen committees are typically recommended by the supervisor of the position to be recruited and formally charged by the president to act on behalf of the university to “search for” and to “screen” applicants in order to determine the most qualified candidate for a position. The size of a search-and-screen committee should include at least five members and except in special circumstances will not exceed nine. For positions of increased responsibility (provost, vice presidents, etc.) the number of committee members may be larger. The best committee members will be those who possess good judgment, integrity, and diverse points of view. Members should also exhibit a strong devotion to the best interest of the School of Mines (even if sometimes critical). As a group, the committee should have an understanding of the position to be hired and, of course, be willing to serve. The committee should be diverse in terms of gender, race, employment type (faculty, NFE, and CSA) and include a student and/or community member whenever possible. The chair of the committee should be able to motivate the members, be skilled in resolving conflict and reaching consensus, be an advocate of the School of Mines, and be able to command the respect of the committee.

It is a priority for the School of Mines to recruit and retain exceptional employees. Therefore, beginning fall 2010, ALL search-and-screen committee members and chairs, as well as ALL employees holding hiring authority privileges, will be required to complete the Best Hiring Practices workshop prior to serving on a search-and-screen committee or being given hiring authority privileges. This workshop is adapted from the Women in Science Leadership Institute (WISELI®).

For non-temporary faculty and NFE positions a posting period of at least 30 days is required to build an ample applicant pool. It is also important to adequately advertise the posting in order to maximize diversification of applicants.

In the event that fulfilling these general provisions may cause harm to the School of Mines, an exemption may be requested from the Equal Employment Opportunity (EEO) Officer (director of human resources). Exemption requests will be reviewed on a case-by-case basis and may include consultation with the president. Examples of circumstances where it might be appropriate to request an exemption may include filling vacancies at the Deep Underground Science and Engineering Laboratory (DUSEL), other research positions, or when a vacancy has occurred without adequate notice. Lack of planning by a hiring manager does not warrant an exemption.

To best serve the needs of the university and to comply with the intent of EEO requirements, in instances where an employee has proven themselves to be an exceptional employee who has taken on higher level duties successfully and is a great candidate for succession and/or promotion, on a case-by-case basis, the EEO Officer will review the facts and the supervisor’s recommendation for promotion, to determine if a search process is required. This determination will be based on whether the employee was hired into the university through an open and competitive search process, the business-related reasons for doing so, and whether or not an adverse impact will result from the internal promotion. To explore this alternative consult with the EEO Officer (Human Resource Director).

Larger and more diverse applicant pools provide better opportunities for hiring quality employees. As the Best Hiring Practices workshop demonstrates, simply placing an advertisement and sitting back and waiting for quality applicants is not effective. The most successful approach for finding quality candidates is to perform a variety of search strategies. Review Best Hiring Practices workshop documentation for effective search strategies. The following summary provides the minimum requirements for posting position vacancies.

## Summary of Hiring Requirements

Position Type	Minimum Number of Posting Days	Advertising Requirements	Hiring Methodology
Tenure Track Faculty	30 days	Regional/National	Search-and-Screen Committee
Term Faculty—Regular	30 days	Regional/National	Hiring Authority/Search-and-Screen Committee
Faculty—Temporary	15 days	Local/Regional	Hiring Authority
Senior-Level Administrative (NFE)	30 days	National	Search-and-Screen Committee
High Mid-Level Administrative (NFE)	30 days	Regional/National	Search-and-Screen Committee
Mid-Level Administrative (NFE)	30 days	Regional	Hiring Authority/Search-and-Screen Committee
Administrative/Professional (NFE)	30 days	Local/Regional	Hiring Authority
CSA—Regular	7 days	Local	Hiring Authority
CSA—Temporary	TBD *	TBD *	Hiring Authority
Abridged Emergency Hires Faculty, NFE & CSA	TBD *	TBD *	Hiring Authority

\*TBD = To be determined by EEO Officer

Once a conditional offer to hire has been made, the selected applicant must submit to and receive successful results from a background check. In addition, when a degree is required for a position, the applicant must provide an official transcript as evidence of successful completion of this degree.





## FACULTY POSITIONS - RECRUITMENT

Discussion between the Hiring Manager and relevant department head, provost and/or vice president should occur prior to beginning the formal process for recruiting a position. This discussion should include salary, hiring strategies, (i.e., rank, search-and-screen committee vs. hiring authority, plan for covering courses and/or research tasks in the interim, etc.). This informal discussion may mean the difference in moving things forward when time is of the essence!

### Faculty Recruitment - Online Employment System Processing

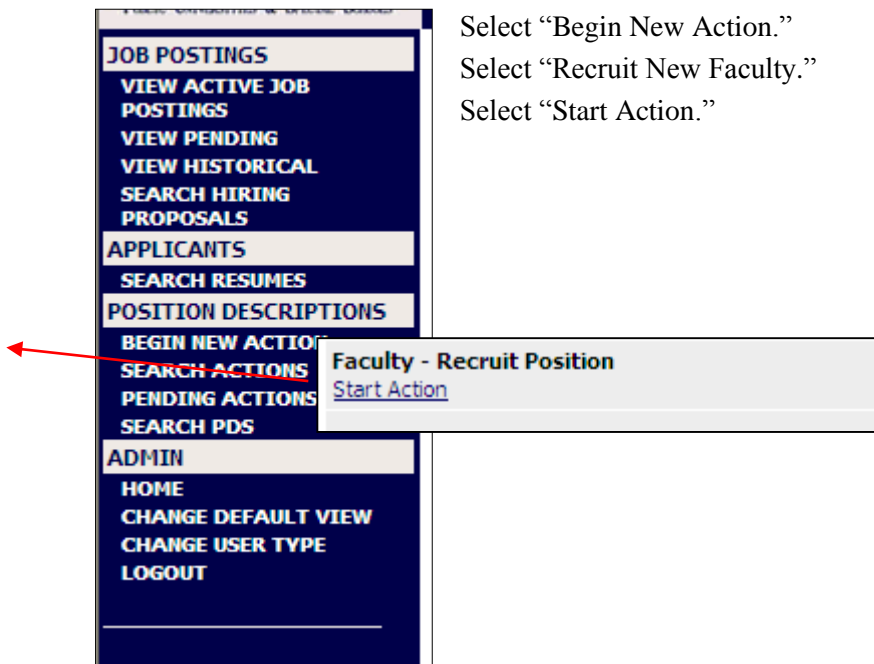
**SNAP (South Dakota System Navigation Access Portal)**—<http://snap.sdbor.edu>

HR Tab: Classification and Recruitment Tools Channel

Select “Manager Login” then enter SNAP “Username” and “Password”



**NOTE:** Begin by making sure that the correct user type and default view is selected for the required action.



### Create Faculty - Recruit Position

Summary Reports

[CSA Summary \(Manager\)](#)

[NFE Summary \(Manager\)](#)

[CSA Essential Functions \(Action Report\)](#)

[NFE Essential Functions \(Action Report\)](#)

[Faculty Summary](#)

Select Faculty Type	Requisition Form	Available Funding Source	Action History
---------------------	------------------	--------------------------	----------------

**Search Faculty Titles**

Position Class:

Position Classification Title: Any

SEARCH
CLEAR RESULTS

Online Employment System

Select Faculty Type	Requisition Form	Available Funding Source	Action History
---------------------	------------------	--------------------------	----------------

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

This document is required for collecting job-specific information. This information is important as it will allow the Human Resources departments to accurately develop job descriptions, evaluate the job based on job responsibilities, and accurately compare jobs to the market place.

Persons initiating the action need to complete this section to the best of their abilities; all final decision will be made by the Human Resources Department.

All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.

**Note:** Information listed in **purple** will be visible to applicants if a Job Posting is created from this Position Description.

\*Required information is denoted with an asterisk.

<b>Working Title:</b> <small><a href="#">Instructions</a></small>	<input style="width: 80%;" type="text"/>
<b>* Home Location:</b>	<span style="border: 1px solid black; padding: 2px;">South Dakota School of Mines and Technology</span>
<b>Physical Location of Position (City):</b> <small><a href="#">Instructions</a></small>	<span style="border: 1px solid black; padding: 2px;">No Response</span>
<b>Organization (Department) Address:</b> <small><a href="#">Instructions</a></small>	<input style="width: 80%;" type="text"/>
<b>* Organization:</b> <small><a href="#">Instructions</a></small>	<span style="border: 1px solid black; padding: 2px;">4CBIO1-Chemical &amp; Biological Eng</span>
<b>* Hiring Manager's User Account:</b> <small><a href="#">Instructions</a></small>	<span style="border: 1px solid black; padding: 2px;">Winter, Robb</span>
<b>Text for the Ad:</b> <small><a href="#">Instructions</a></small>	<div style="border: 1px solid black; height: 40px;"></div>

### Tab 1 – Select Faculty Type

Select the classification rank that you most likely will hire and click “Search.”

Click on “Select Title and Continue.”  
 Verify classification rank.  
 Select “Continue.”

### Tab 2 - Requisition Form

Be specific and provide complete and relevant details for all data fields.  
 Incomplete or inadequate information may cause delays in processing and in gaining the necessary approvals.

*If an exception (abridgement to standard processing) is requested, it is necessary to insert a “NOTE” at the beginning of the “Text for the Ad” box.* For example, NOTE: Request a two-week posting-and-review period because former employee left without notice.

If a search-and-screen committee is to be formed, a note indicating, “TBD by search-and-screen committee” may be entered until the committee has been charged, met, and provided announcement details to HR.

### Tab 3 - Available Funding Source

If you do not know this information, contact the Budget Office at 394-1207.

If more than one account will be used to fund this position, you will need to use multiple “add entry” screens in order to include all of the funding sources. Remember, only one entry per funding source. To avoid delays, be sure that your compensation equals 100 percent of the funding.

### Tab 4 - Action History

All actions taken on this recruitment, approvals obtained, and so on, are listed in the data sequence in which they occur.

If you want to add a note or comment you may do so simply by entering the text into the “Notes” box and selecting “ADD NOTES” to save the entry.

## Faculty Recruitment Approvals

### Faculty Recruitment Approval - Department Head

Insufficient or incorrect information can cause delays, return of the requisition, denial, and so on.

If you are not the department head/chair, be sure to communicate your need for this position so that the department head/chair will be expecting your request. Otherwise, the request may be returned or denied.

If you are unable to complete this process, be sure to “Save Action without Submitting” so you can return later to finish processing the request.

If you are ARE the department head/chair, you will submit this recruitment request to Budget

If you are NOT the department head/chair, you will submit this recruitment request to Dean/Department Head.

#### *Faculty Recruitment Approval - Budget*

The role of Budget is to confirm you have sufficient funding to support this request. In addition, prior to moving the request forward, Budget obtains final approval from both the provost and vice president for academic affairs and the vice president for business and administration.

The request is then forwarded by Budget to the Administrator.

#### *Faculty Recruitment Approval - Administrator*

The Administrator (provost and vice president for academic affairs) will review the request and approve to move the request forward.

**NOTE:** Prior to any formal Online Employment System processing, the Hiring Manager and/or the department head/chair should have discussed this departmental need with the provost and vice president for academic affairs. In the

absence of this discussion, the Administrator may return or deny the request.

#### *Faculty Recruitment Approval - Institutional HR*

Institutional HR will review information and assist the Hiring Manager in completing the [Search-and-Screen Committee - Presidential Charge](#).

**NOTE:** ONLY employees having attended the School of Mines’ Best Hiring Practices workshop may serve on search-and-screen committees or be allowed hiring authority.

#### *Faculty Recruitment - Strategies to Consider/Plan*

The search-and-screen committee and/or the Hiring Manager need to formulate recruitment strategies. These strategies include, but certainly are not limited to the following:

- Knowledge, skills, and abilities deemed necessary for success within the position
- Timeline, posting the position, reviewing the applications, interviewing, final recommendation of committee, and so on
- Use of screening questions within the Online Employment System (i.e., do you have a doctorate in *blank* discipline? What area(s) of research are you interested in?)
- Open until filled or fixed end date
- Date to begin review (minimum of 30 days is required for postings unless an exception is granted)
- Strategies for searching for the most qualified candidates (i.e., committee members phoning and/or e-mailing colleagues, inviting applications from colleagues or associates, review Best Hiring Practices guidelines, etc.)
- Advertising locations and requirements: local, regional or national advertising within professional journals, newspapers, websites, and so on (Institutional HR automatically posts all positions on the Online Employment System, with SD Career Center (Job Service), HigherEdJobs.com, and the School of Mines' Career Center (The Gold Mine). All other advertising costs must be paid by the position's department)
- Methodology for processing applications (i.e., scoring assigned for each requirement, qualified vs. non-qualified sorting, etc.)
- Interviewing: telephone, in-person, or a combination of such)
- Who the on-campus interviewees need to meet with while on campus
- The formation of questions that will elicit qualifications, experience and general aptitude of applicants
- Filing or storage of documentation of committee members
- Administrative tasks for the committee (i.e., scheduling interviews, making travel arrangements, etc.)
- Funds for moving expenses; does the position qualify for moving expense reimbursement?

## Faculty Recruitment - Posting the Position

In addition, Institutional HR partners with the Hiring Manager and/or chair of the search-and-screen committee to prepare and post the announcement from the requisition information's "Text for the Ad." A MS Word document is used for this purpose and the Institutional HR will provide the Hiring Manager and/or chair of the search-and-screen committee a "tracking" document for review and approval.

Once Institutional HR receives approval, the position will be "officially posted." The responsible Institutional HR employee will notify the Hiring Manager and chair of the search-and-screen committee, as well as the entire campus community of this posting via e-mail.

The Hiring Manager and/or chair of the search-and-screen committee will publish all other advertisements for the position (i.e., professional journals, *Chronicle for Higher Education*, list serves, websites, etc.). However, the posting must remain identical to the approved posting. If the posting needs to be altered in any fashion (i.e., shortened to save cost), it will need specific approval by HR prior to placing the ad. This is to ensure that critical information remains intact.

## Faculty Recruitment - Review of Applications

The position posting review date triggers the ability for the Hiring Manager and/or committee members to access the electronic applications. In order to maintain eligibility of the most highly-qualified applicants, it is essential that the processing be conducted in an expeditious manner. Delays exacerbate the potential of losing highly-qualified applicants to other employers.

Predetermined selection criteria and processing must be equally applied to screen applications and determine the most qualified candidates. From this screening process it will be possible to determine which applicants should progress to the next stage of screening.

## Faculty Recruitment - Maintenance of Application Roster

The Hiring Manager and/or chair of the search-and-screen committee need to record the search progress within the Online Employment System. This includes marking the applicants who are recommended for interview, interviewed, not qualified, and so on. Keep in mind that if the applicant is marked as “not qualified-send e-mail now” they will immediately receive an e-mail indicating that they are no longer being considered for the position. Unless you want this to occur, mark instead “not qualified-send e-mail when filled.” All applicant correspondence to “non-qualified” applicants is delivered via the automated system, so no manually created correspondence is necessary.

## Faculty Recruitment - Special Handling

Applicants who are eligible for special handling must receive an interview if they meet the minimum qualifications for the position. To understand special handling, look at the screen print below. Of the three applicants, the only applicant deemed eligible for special handling is Susan Jones. For special handling to occur there must be a “yes” under “Pref1,” “Pref2,” or “Pref3” and “special handling” must also be indicated under “Status.”

For example, Jane Doe and Larry Smith are not eligible. They both have a “yes” under “Pref3;” however, their “Status” column indicates “under review,” and NOT “special handling.”

“Pref1,” “Pref2,” and “Pref3” are self-requests for preferences for disability, veteran’s preference and re-employment rights. Applicants may respond “yes” to any three of these preferences, but are not always eligible to receive the preference. Unless the “yes” is accompanied by a “special handling” status, it is either being reviewed for eligibility or their request was denied.

Look at Jane Doe and Larry Smith below. Although they have requested “Pref3” neither were deemed eligible at this time or their request needs to be reviewed by Institutional HR. These circumstances warrant a phone call to Institutional HR for review.

Again, applicants with “yes” under “Pref1,” “Pref2,” or “Pref3” AND “special handling” under “Status” receive special handling.

### Active Applicants

45 Records

<input type="checkbox"/> Name	Documents	<input type="checkbox"/> Score	<input type="checkbox"/> Date Applied	<input type="checkbox"/> Current BOR Employee?	<input type="checkbox"/> Pref1?	<input type="checkbox"/> Pref2?	<input type="checkbox"/> Pref3?	<input type="checkbox"/> Status	<a href="#">All / None</a>
Doe, Jane			7/1/10				YES	Under Review	
Smith, Larry			6/25/10				YES	Under Review by HM	
Jones, Susan			6/30/10				YES	Special Handling	



## Faculty Recruitment - Current BOR Employee?

**Online Employment System**

**View Posting - Assistant Professor - 9**

Applicants	Posting Details	Documents	Posting Specific Questions	Points	Guest User	Hiring Proposal(s) for Posting	HR/HM Notes
------------	-----------------	-----------	----------------------------	--------	------------	--------------------------------	-------------

**Important notes for Hiring Managers and the Search Committee:** If any applicants are currently employed by the South Dakota Regental System, **you must personally contact them if they are not selected for this position.** Please refer to the 'Current BOR Employee' column below for any applicants that must be contacted.

Additionally, all applicants with a 'Yes' in any of the 'Pref' columns below or identified by 'Special Handling' may have a preference and may be eligible for an interview if the applicant meets the minimum qualifications, and therefore, you should contact your local human resources officers.

### Active Applicants

2 Records

▼ Name	Documents	▲ Score	▲ Date Applied	▼ Current BOR Employee?	▼ Pref1?	▼ Pref2?	▼ Pref3?	▼ Status	All / None
<b>Bee, Glory</b> <a href="#">View</a> <a href="#">NFE/Faculty Application</a>	<a href="#">Ref</a>    <a href="#">CV</a> <a href="#">Other</a>    <a href="#">Cvr Ltr</a>	0	08-12-2010 <a href="#">History/Notes</a>	No			Yes	Under Review by Manager/Committee <a href="#">Change Status</a>	<input type="checkbox"/>
<b>Horner, Jack</b> <a href="#">View</a> <a href="#">NFE/Faculty Application</a>	<a href="#">Ref</a>    <a href="#">CV</a> <a href="#">Cvr Ltr</a>	0	08-12-2010 <a href="#">History/Notes</a>	Yes			No Response	Under Review by Manager/Committee <a href="#">Change Status</a>	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

In addition to special handling, we also have been mandated to provide special consideration for applicants who are currently employed within the South Dakota Board of Regents system. As you can see above, Jack Horner has stated “yes” that he is a current BOR employee.

If Jack is not the selected candidate, once the search is completed and the position is filled, a personalized notification needs to be delivered to Jack immediately. It is strongly recommended that this be in the form of a phone call. This special consideration is basically to inform any current BOR employees via personalized notification prior to them receiving the automated e-mail.

## Faculty Recruitment - Interviews

The Hiring Manager and/or the search-and-screen committee predetermine the recruitment strategies regarding interviewing prior to posting the position. These strategies may include telephone interviews, DDN or Web conferencing interviews, face-to-face interviews, or a combination of methodologies.

It is strongly recommended that standardized questions be developed to consistently learn about each applicant’s skills, knowledge, and abilities in order to determine who is the most qualified for the position.

Be sure to review processing for special handling referred to directly above.

### Telephone

Telephone interviews are frequently used to screen applicants. If a search-and-screen committee was formed, ensure that all committee members participate in all sessions. Due to scheduling difficulties, this may require that an audio or video record be made of one or more of the interviews. In these circumstances, care and caution need

to be exercised to ensure that the applicant is asked for his or her permission prior to recording the interview and again during the actual audio recording. The recording must be shared with any committee member who was unable to attend the live session and stored within the official search file.

### **Face-to-Face**

Final applicants, normally three to five per position, are brought to the campus for on-campus interviews. In order to minimize unnecessary costs references should already have been checked prior to scheduling these visits. It is also important that the Hiring Manager and/or the chair of the search-and-screen committee schedule appropriate visits with any on-campus employees needing to meet and/or interview each applicant (i.e., the president, vice presidents, HR, etc.).

Committee members participating in on-campus interviews need to be cognizant of their behavior and the need to conduct legal and appropriate interviews—in both formal and informal settings.

### **Technological Alternatives**

In utilizing alternative means of interviewing, it is important to ensure that the equipment, participation, audio, and so on provide an equal opportunity to each applicant.

### **Faculty Recruitment - Reference Checking**

Reference checks must be completed on the finalist(s) for all positions. The refusal of an applicant to permit such checks may be considered as a factor in the hiring decision.

Best practices warrant that reference checking be completed prior to finalizing the list of applicants to bring to campus for face-to-face interviews. The HR Office can provide sample forms that can be used for gathering reference information. The essential part of reference checking is to obtain job-related information that provides a better indication of the applicant's knowledge, skills, and abilities in relation to being successful within the position.

Any written documentation associated with this process must be retained in the search file. The Online Employment System is an excellent location to insert this data for tracking purposes. If there is hard-copy documentation, it needs to be retained for three years and then destroyed.

### **Faculty Recruitment - Hiring Proposal**

The hiring proposal needs to be completed and permission gained within the Hiring Manager's hierarchy prior to beginning any verbal negotiations. Make sure that the applicant's information that pulls into the hiring proposal is up-to-date and accurate (i.e., address), as this information will be used to develop the official letter of offer and contract.

### **Search-and-Screen Committee**

The committee has completed its work by presenting a list of qualified candidates in alphabetical order and without rank to the person designated by the presidential charge to receive this list. Faculty-position lists are given to the provost and vice president for academic affairs. The provost may choose to speak individually to committee members regarding the list of candidates. Once the provost and vice president for academic affairs has discussed the candidates with the president and the hire decision has been confirmed, the hiring proposal is completed and the "recommend for hire" is processed for approval.



### **Hiring Authority**

Once the selection processing has been completed by the hiring authority and he or she has discussed the decision to hire with the provost and vice president for academic affairs, the hiring authority will complete a “recommend for hire” (hiring proposal) within the Online Employment System.

### **Faculty Recruitment - Verbal Negotiation of Employment**

The recommend for hire/hiring proposal requires hierarchical approval. Once these approvals are received, the application status is changed to “offer can be made.” If the hiring manager is not the department head/chair or the provost and vice president for academic affairs, he or she will require specific authorization from the department head and/or the provost and vice president for academic affairs to conduct verbal negotiations with the selected candidate, as verbal negotiations are a privilege of the department head/chair and/or the provost and vice president for academic affairs.

The verbal negotiation is NOT an offer of employment—it is a negotiation of what the individual would find acceptable if he or she were officially offered the position. It is very important that the “negotiator” make it very clear to the applicant that they are not able to offer employment; however, they are acting as an agent of the university to find out what the applicant would accept if officially offered employment.

Once the verbal negotiator reaches agreement with the applicant, the negotiations are complete. The applicant must be informed that this negotiation is contingent on the university’s verification of credentials and other information required by law and/or university policies, including, but not limited to, a criminal background check.

The hiring process is then suspended at “conditional offer accepted” until the background check processing is completed.

### **Faculty Recruitment - Background Checking**

All offers of employment at the School of Mines are contingent upon verification of credentials and positive results of a background check. Background checks may include social security validation, prior employment verification, criminal and sexual offender registry, educational verification, and motor vehicle and/or credit history.

The background check will be processed through HireRight, a third party vendor contracted to work within the Online Employment System. The director of human resources and/or designated HR staff member will review all results of the check. If the background check reveals convictions, negative results or information that was not accurately disclosed, the director of HR and/or designated HR staff member will meet with the responsible vice president for the position to discuss potential risks and liabilities related to the job’s requirements.

The HR Office is responsible for all Fair Credit Reporting Act requirements, notices and processing. If an applicant’s conditional offer of employment is denied based on the results of the background check, proper notifications and processing will be strictly adhered to.

Background check information will be maintained in a file separate from an employee’s personnel file.

### **Faculty Recruitment - Official Offer**

The hiring proposal contains all of the agreed upon terms and conditions for employment as well as the selected applicants mailing address, start date, salary, and so on. All offers of employment are contingent upon final approval from the Board of Regents.

### **Confirmation Offer Letter**

The confirmation offer letter is created to confirm the verbal negotiations that occurred and to formalize agreed upon terms and conditions of employment. Faculty offer letters are created in the Office of Academic Affairs and are signed by the president or in the absence of the president, by the provost and vice president for academic affairs. This letter accompanies the contract, the Intellectual Property (IP) agreement, the Conflict of Interest form, and the Household Moving Allowance form, as relevant.

### **Employment Contract**

The contract cannot be created until official transcripts are received in the Office of Academic Affairs. Once this documentation is received, the Office of Academic Affairs will process the contract. The president or the provost and vice president for academic affairs then signs the contract, and the prospective employee is given 20 days to sign and return the contract.

### **Faculty Recruitment - Final Application Roster Processing**

Once the employment-offer package has been mailed to the selected candidate, the Hiring Manager is directed to perform the final processing within the Online Employment System. This consists of adding any required notes, finalizing all applicant status updates or changes, and so on. Institutional HR then enters the Online Employment System and changes the final status to filled. This will close the position from public view and initiate final e-mail correspondence to the applicants to thank them for their interest in the position and to inform them that the position has been filled.



## NON-FACULTY EXEMPT (NFE) POSITIONS

Discussion between the Hiring Manager, director, and/or department head/chair, with the responsible vice president, as relevant, should occur prior to beginning the formal process to recruit a position. This discussion should include salary; hiring strategies (i.e., title, search and screen committee vs. hiring authority, duties and responsibilities, etc.). This informal discussion may mean the difference in moving things forward when time is of the essence!

### NFE POSITION DESCRIPTIONS

All Non-Faculty Exempt (NFE) positions have a position description that provides actual duties and responsibilities, reporting structure, essential functions, physical requirements, and so on. Prior to beginning any recruitment action, the hiring manager must first ensure that the position details are accurate and up to date.

### NFE - Create New Position Description

**SNAP (South Dakota System Navigation Access Portal)**—<http://snap.sdbor.edu>

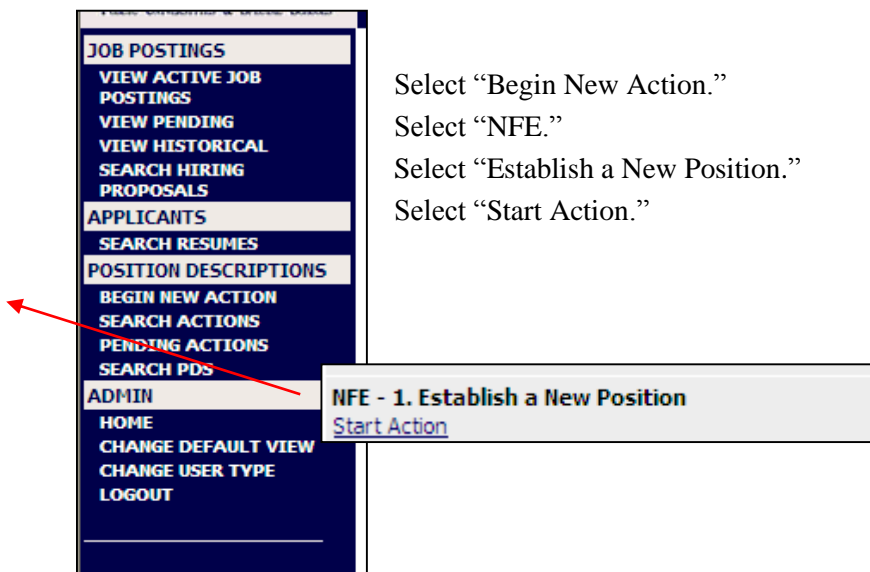
HR Tab: Classification and Recruitment Tools Channel

Select “Manager Login” then enter SNAP “Username” and “Password.”



If the position is new, a new position will need to be created.

**NOTE:** Begin by making sure that the correct user type and default view is selected for the required action.



**Online Employment System**  
 Our Current Group: **Hiring Manager** Monday, August 27, 2018

**Create NFE - 1. Establish a New Position**

Summary Reports									
<a href="#">CSA Summary (Manager)</a>									
<a href="#">NFE Summary (Manager)</a>									
<a href="#">CSA Essential Functions (Action Report)</a>									
<a href="#">NFE Essential Functions (Action Report)</a>									
<a href="#">Faculty Summary</a>									

Duplicate Position	Requisition Form	Available Funding Source	Personal and Organizational Data	Purpose of Position	Problems & Decisions	Working Contacts	Other	Job Functions	Action History
--------------------	------------------	--------------------------	----------------------------------	---------------------	----------------------	------------------	-------	---------------	----------------

To copy a position description from an existing position, click on the below search criteria to find the position description you wish to copy. A results page will appear that meets your criteria. You may view the summary of the position description and then click "Select title and Continue". After you find the position description, you can edit the fields on the position description as normal, and send for approval.

**Search PDs to Copy**

Position Number:	<input type="text"/>	Employee ID Number:	<input type="text"/>
Employee First Name:	<input type="text"/>	Position Classification Title:	Any <input type="button" value="v"/>
Employee Last Name:	<input type="text"/>	Type of Position:	Any <input type="button" value="v"/>
Working Title:	<input type="text"/>		

**Tab 1 - Duplicate Position**

If the Hiring Manager has another similar position reporting in their hierarchy, they can save a great deal of time by duplicating the information and editing it.

To pull up the position to duplicate, simply search by the position number, incumbent's name, or other information, and choose to duplicate the information.

\* If you choose not to duplicate a position, select "Do not choose position, continue to next page".

**Online Employment System**

Duplicate Position	Requisition Form	Available Funding Source	Personal and Organizational Data	Purpose of Position	Problems & Decisions	Working Contacts	Other	Job Functions	Action History
--------------------	------------------	--------------------------	----------------------------------	---------------------	----------------------	------------------	-------	---------------	----------------

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>

This document is required for collecting job-specific information. This information is important as it will allow the Human Resources departments to accurately develop job descriptions, evaluate the job based on job responsibilities, and accurately compare jobs to the market place.

Persons initiating the action need to complete this section to the best of their abilities; all final decision will be made by the Human Resources Department.

All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.

**Note:** Information listed in **purple** will be visible to applicants if a Job Posting is created from this Position Description.

\*Required information is denoted with an asterisk.

Working Title:	<input type="text"/>
Employee / Supervisor Proposed Working Title:	<input type="text"/>
Organization:	Not Assigned <input type="button" value="v"/>
Text for the Ad:	<input type="text"/>
Department Description and Cultural Expectations:	<input type="text"/>
Scope of Search:	No Response <input type="button" value="v"/>

If internal reference of search:

**Tab 2 - Requisition Form**

Be specific and provide complete and relevant details for all data fields. Incomplete or inadequate information may cause delays in processing and in gaining the necessary approvals. \*Required information is denoted with an asterisk and you will not be able to progress to the next tab without completing this field.

*If an exception (abridgement to standard processing) is requested, it is necessary to insert a "NOTE" at the beginning of the "Text for the Ad" box. For example, NOTE: Request a two-week posting-and-review period because former employee left without notice.*

If a search-and-screen committee is to be formed, a note indicating, "TBD by search- and-screen committee" may be entered until the committee has been charged, met, and provided announcement details to HR.

Tab 3 - Available Funding Source

If you do not know this information, contact the Budget Office at 394-1207.

If more than one account will be used to fund this position, you will need to use multiple “add entry” screens in order to include all of the funding sources. Remember, only one entry per funding source. To avoid delays, be sure that your compensation equals 100 percent of the funding.

**Add New Entry**

\* Required information is denoted with an asterisk.

Fund:

Organization:

Account:

Program:

Activity:

Available Dollars:

Percent:

Hiring Manager Comments:

Budget Comments:

**ADD ENTRY**

Tab 4 - Personal and Organizational Data

Identify the new position as “vacant.”

Be sure to provide accurate information in order to avoid delays in processing your request.

**Online Employment System**

**Duplicate Position   Requisition Form   Available Funding Source   Personal and Organizational Data   Purpose of Position   Problems & Decisions   Working Contacts   Other   Job Functions   Action History**

<< RETURN TO PREVIOUS   CONTINUE TO NEXT PAGE >>

Persons initiating the action need to complete this section to the best of their abilities.

All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.

**Note:** Information listed in **purple** will be visible to applicants if a Job Posting is created from this Position Description.

\*Required information is denoted with an asterisk.

Employee First Name:

Employee Last Name:

Employee ID Number:

\* Employee's User Account:

Type of Position:

Position Classification Title:

\* Home Location:

Physical Location of Position (City):

Organization (Department) Address:

City, State, Zip:

Department Phone Number:

Normal hours:

**Online Employment System**

Duplicate Position	Requisition Form	Available Funding Source	Personal and Organizational Data	Purpose of Position	Problems & Decisions	Working Contacts	Other	Job Functions	Action History
--------------------	------------------	--------------------------	----------------------------------	---------------------	----------------------	------------------	-------	---------------	----------------

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>

\*Required information is denoted with an asterisk.

**Position Purpose**

Write a one-sentence statement that describes the overall purpose of the position, highlighting the way the position contributes to achieving the department's and the institution's objectives.  
[Instructions](#)

**Education and Experience**

The next three items concern the education and experience required to perform this position.

What level of completed formal education is required for this position? No Response

Please list any education that is required for this position. Please list the field of interest for the level of education as well as the preferred degree that is required: Please enter "N/A" if Not Applicable.

What number of year(s) of related experience is required for this position? No Response

Please list any special certification or licensure that is required for this position. Please enter "N/A" if Not Applicable.

Language Skills, Reasoning Ability, Math Skills Requirements:  
[Instructions](#)

Other Experience:

**Where This Position Fits**

Complete the structure using position titles to show where this position fits.

Tab 5 - Purpose of Position

Write a one-sentence statement that describes the overall purpose of the position, highlighting how the position will contribute to achieving the department's and the institution's objectives.

To insure accuracy in classification and compensation, be sure that all areas are thoroughly completed.

Be specific and clear.

**Online Employment System**

Duplicate Position	Requisition Form	Available Funding Source	Personal and Organizational Data	Purpose of Position	Problems & Decisions	Working Contacts	Other	Job Functions	Action History
--------------------	------------------	--------------------------	----------------------------------	---------------------	----------------------	------------------	-------	---------------	----------------

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>

\*Required information is denoted with an asterisk.

**Problem Solving**

Every position requires the employee who works in it to solve problems. For example, a position might require the employee to choose one of two ways to handle a disgruntled student or fellow employee. Select the one statement below that best describes the kinds of problems this position solves and the discretion used for their solution.

Nature of the Problem:  
[Instructions](#)

Discretion to Solve the Problem:  
[Instructions](#)

Please list three problems that are frequently solved as part of this position. Then tell us the policies, procedures or directions used to solve the problem:

1. Problem

1. Policies, Procedures or Directions

Tab 6 - Problems & Decisions

To ensure accuracy in classification and compensation, please be thorough.

Provide real scenarios related to the position's problem solving requirements, decision making, and the impact of their decisions.

Duplicate Position	Requisition Form	Available Funding Source	Personal and Organizational Data	Purpose of Position	Problems & Decisions	Working Contacts	Other	Job Functions	Action History								
<div style="display: flex; justify-content: space-between;"> <span>&lt;&lt; RETURN TO PREVIOUS</span> <span>CONTINUE TO NEXT PAGE &gt;&gt;</span> </div>																	
<p><small>*Required information is denoted with an asterisk.</small></p>																	
<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Working Contacts</b></p> <p>In this position's daily work activities, what contacts does the position come in contact with outside of this department? Below, we have listed some groups of people this position may have contact with, as well as some ways this position may interact with them.</p> <p>Please select the option that best describes how often this position does each activity for each group. For example, an employee who constantly provides information to students would select "daily." If this position does not do a particular activity or does not work with a certain group, check "Rarely, if ever."</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left; padding: 5px;">Students</th> <th style="padding: 5px;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Provide information regarding normal requests, reports or this department's operation:</td> <td style="padding: 5px;"> <input type="radio"/> Daily  <input type="radio"/> Weekly  <input type="radio"/> Monthly  <input type="radio"/> Rarely, if ever  <input checked="" type="radio"/> No Response                 </td> </tr> <tr> <td style="padding: 5px;">Explain policies or give expert advice/instruction to help others make decisions:</td> <td style="padding: 5px;"> <input type="radio"/> Daily  <input type="radio"/> Weekly  <input type="radio"/> Monthly  <input type="radio"/> Rarely, if ever  <input checked="" type="radio"/> No Response                 </td> </tr> <tr> <td style="padding: 5px;">Influence others to gain their cooperation</td> <td style="padding: 5px;"> <input type="radio"/> Daily  <input type="radio"/> Weekly  <input type="radio"/> Monthly  <input type="radio"/> Rarely, if ever  <input checked="" type="radio"/> No Response                 </td> </tr> </tbody> </table> </div>										Students		Provide information regarding normal requests, reports or this department's operation:	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Rarely, if ever <input checked="" type="radio"/> No Response	Explain policies or give expert advice/instruction to help others make decisions:	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Rarely, if ever <input checked="" type="radio"/> No Response	Influence others to gain their cooperation	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Rarely, if ever <input checked="" type="radio"/> No Response
Students																	
Provide information regarding normal requests, reports or this department's operation:	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Rarely, if ever <input checked="" type="radio"/> No Response																
Explain policies or give expert advice/instruction to help others make decisions:	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Rarely, if ever <input checked="" type="radio"/> No Response																
Influence others to gain their cooperation	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Rarely, if ever <input checked="" type="radio"/> No Response																

Tab 7 - Working Contacts

To ensure accuracy in classification and compensation, be thorough in providing information regarding this position's contact with students, public, other employees, and others as well as the frequency with which these contacts occur.

Duplicate Position	Requisition Form	Available Funding Source	Personal and Organizational Data	Purpose of Position	Problems & Decisions	Working Contacts	Other	Job Functions	Action History												
<div style="display: flex; justify-content: space-between;"> <span>&lt;&lt; RETURN TO PREVIOUS</span> <span>CONTINUE TO NEXT PAGE &gt;&gt;</span> </div>																					
<p><small>*Required information is denoted with an asterisk.</small></p>																					
<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Environment</b></p> <p>Please indicate the environment in which this position works. If this position works in more than one environment, write the percent of time spent in each. Percentages must add up to 100%. (When you think about percent of time, imagine that the whole year is compressed into one day. Of that day, how much time do you spend in each environment?)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;">Office or Heated and Cooled Building:</td> <td style="padding: 5px;">No Response</td> </tr> <tr> <td style="padding: 5px;">Outdoors:</td> <td style="padding: 5px;">No Response</td> </tr> <tr> <td style="padding: 5px;">Other:</td> <td style="padding: 5px;">No Response</td> </tr> <tr> <td colspan="2" style="padding: 5px;">If "Other", please specify:</td> </tr> </table> <p><b>Irregular Work Hours</b></p> <p>Core business hours are typically are 8am to 5pm Monday through Friday. However, some jobs require the incumbent to work additional hours very early in the morning, evenings and/or weekends. These irregular work hours occur for many reasons such as required participation at meetings and work events.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;">This job requires ....:</td> <td style="padding: 5px;"> <input type="radio"/> Occasionally scheduled irregular work hours (a few times a month)  <input type="radio"/> Frequently scheduled irregular work hours (many times a month)  <input checked="" type="radio"/> No Response                 </td> </tr> </table> <p><b>Travel</b></p> <p>What percent of time on the job involves travel away from this position's work site? (When you think about percent of time, imagine that the whole year is compressed into one day. Of that day, how much time do you travel?)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;"></td> <td style="padding: 5px;">No Response</td> </tr> </table> <p>Of that total percent, how much of the travel is (Your answers should total your</p> </div>										Office or Heated and Cooled Building:	No Response	Outdoors:	No Response	Other:	No Response	If "Other", please specify:		This job requires ....:	<input type="radio"/> Occasionally scheduled irregular work hours (a few times a month) <input type="radio"/> Frequently scheduled irregular work hours (many times a month) <input checked="" type="radio"/> No Response		No Response
Office or Heated and Cooled Building:	No Response																				
Outdoors:	No Response																				
Other:	No Response																				
If "Other", please specify:																					
This job requires ....:	<input type="radio"/> Occasionally scheduled irregular work hours (a few times a month) <input type="radio"/> Frequently scheduled irregular work hours (many times a month) <input checked="" type="radio"/> No Response																				
	No Response																				

Tab 8 - Other

To ensure accuracy in classification and compensation, be thorough and complete all questions regarding this position's environment, working hours and amount of travel that is required.



<input type="checkbox"/> <b>Percent of time spent on achieving the result</b>	<input type="checkbox"/> <b>Result expected of this job</b>	<input type="checkbox"/> <b>Activities to achieve result</b>	<input type="checkbox"/> <b>Measures of how well one has achieved the result</b>	<input type="checkbox"/> <b>Physical and mental effort required to achieve the result, as well as any potential hazards</b>	<input type="checkbox"/> <b>Other Requirements:</b>	<input type="checkbox"/> <b>Function Edited:</b>
---	---	--	--	---	---	--

Tab 9 - Job Functions

Divide the areas of responsibilities into natural divisions in increments of 5 percent and totaling 100 percent. It is best to list the largest areas of effort first and to descend to a minimum of 5 percent of time expenditure. Be specific and thorough to ensure accuracy in classification and compensation.

Select “add entry” to save each area of responsibility. The total of all entries must equal 100 percent.

Tab 10 - Action History

All actions taken on this recruitment, approvals obtained, and so on, are listed in the data sequence in which they occur.

If you want to add a note or comment you may do so simply by entering the text into the “Notes” box and clicking “ADD NOTES” to save the entry.

### NFE Create New Position Approvals

#### *NFE Establish New Position Approval—Dean/Department Head*

Insufficient or incorrect information can cause delays, return of the requisition, denial, and so on.

If you are in an academic department and are not the department head/chair, be sure to communicate your need for this position so that the department head/chair will be expecting your request.

Otherwise, the request may be returned or denied.

Non-academic departments will submit this recruitment request to Budget.

If you are unable to complete this process, be sure to “Save Action without Submitting” so you can return later to finish processing the request. If you change your mind completely and do not want to process this request any longer you select “Cancel Action (Final).”



If you are ARE the department head/chair, you will submit this recruitment request to Budget.

If you are NOT the department head/chair), you will submit this requisition to the Dean/Department Head, or if non-academic, you will submit to Budget

The screenshot shows the 'Online Employment System' interface with the 'Action Status' section. It contains three radio button options: 'Save' (selected), 'Return to Hiring Manager', and 'Send to Administrator'. At the bottom, there are two buttons: 'CANCEL' and 'CONTINUE'.

*NFE Establish New Position Approval - Budget*

The role of Budget is to confirm you have sufficient funding to support this request. In addition, prior to moving the request forward, Budget obtains final approval from both the provost and vice president for academic affairs and the vice president for business and administration.

The request is then forwarded by Budget to the Administrator.

*NFE Establish New Position Approval - Administrator*

The screenshot shows the 'Online Employment System' interface with the 'Action Status' section. It contains three radio button options: 'Save' (selected), 'Return to Hiring Manager', and 'Send to Inst HR'. At the bottom, there are two buttons: 'CANCEL' and 'CONTINUE'.

The Administrator (responsible vice president) will review and approve.

The position description is then submitted to Institutional HR for review.

**NOTE:** Prior to any formal Online Employment System processing, the Hiring Manager and/or the department head/chair should have discussed this departmental need with the responsible vice president. In the absence of this discussion, the Administrator may return or deny the request.

The screenshot shows the 'Online Employment System' interface with the 'Action Status' section. It contains five radio button options: 'Save' (selected), 'Return to Hiring Manager', 'Send to Administrator for Final Review', 'Approve (NFE PD Newly Created)', and 'Cancel Action (Final)'. At the bottom, there are two buttons: 'CANCEL' and 'CONTINUE'.

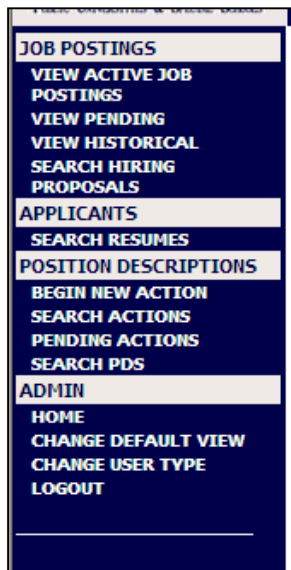
*NFE Establish New Position Approval - Institutional HR*

Institutional HR reviews the position description for thoroughness and confirms the classification. If the classification or details are changed by Institutional HR then the position description will be submitted again to the Administrator for “final review.”

If it is not complete and thorough, the position description may be sent back to the Hiring Manager. Once the position description is complete and through the approval process, Institutional HR will approve it.

This completes the position description. The Hiring Manager may begin recruitment of this position immediately or the position will be stored until such time as the hiring manager wishes to pursue recruitment.

## NFE - Update Existing Position Description



### NFE - 2. Institutional Update/Review a Position

This action is primarily for Hiring Managers to review current NFE positions and update the position as applicable to the departmental or institutional needs.

### NFE - 3. Employee Update/Review a Position

This action is primarily for NFE employees to review current NFE positions and update the position to ensure that the record reflects the current duties performed. In order for this action to work, however, Hiring Managers must initiate the action first. E-mail communication is automatically submitted to the employee when the Hiring Manager completes his or her portion. As a result, the NFE employee is able to enter the position for review and update.

**NOTE:** The Hiring Manager needs to begin the NFE—3 if they plan on submitting the position description to their employee to update.

NFE - 2. Institutional Update/Review a Position						
Select NFE PD to Begin Action On						
1 Record						
Classification Title	Position Number	Class Code	Organization	Employee Id	Employee Last Name	Last Action
Associate Director <a href="#">Start Action</a>   <a href="#">View Summary</a>	ME9660	00345	414N01-Ctr for Accelerated Apps Nanoscale	A00053327	Chalko	<a href="#">NFE: Data Entry</a> <a href="#">View History</a>
Search NFE PDs to Begin Action On						
Position Number: <input type="text" value="ME9660"/>	Employee ID Number: <input type="text"/>					
Employee First Name: <input type="text"/>	Position Classification Title: <input type="text" value="Any"/>					
Employee Last Name: <input type="text"/>	Working Title: <input type="text"/>					
<input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/>						

Search for the position by its position number or the name of the incumbent.

The Hiring Manager selects “start action” to begin the updating process, or they can select “view summary” to simply review the existing information.

- All 10 tabs of the position description need to be reviewed and updated as applicable.
- The position updating process requires the same hierarchical approvals as are needed in creating a new position.

- This completes the position description. The Hiring Manager may begin recruitment of this position immediately or the position will be stored until such time as the Hiring Manager wishes to pursue recruitment.

## NFE RECRUITMENT

**JOB POSTINGS**

VIEW ACTIVE JOB POSTINGS

VIEW PENDING

VIEW HISTORICAL

SEARCH HIRING PROPOSALS

**APPLICANTS**

SEARCH RESUMES

**POSITION DESCRIPTIONS**

BEGIN NEW ACTION

SEARCH ACTIONS

PENDING ACTIONS

SEARCH PDS

**ADMIN**

HOME

CHANGE DEFAULT VIEW

CHANGE USER TYPE

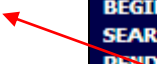
LOGOUT

Select “NFE—4. Recruit an Existing Position.”

Select “Start Action.”

Select “Search.”

**Existing Position**



**NFE - 4. Recruit an Existing Position**

**Search NFE PDs to Begin Action On**

Position Number: <input type="text"/>	Employee ID Number: <input type="text"/>	Position Classification Title: <input type="text"/>	Any <input type="button" value="v"/>
Employee First Name: <input type="text"/>		Working Title: <input type="text"/>	
Employee Last Name: <input type="text"/>			

Search NFE position descriptions by the position number, name of incumbent, or other information, and select “Start Action.”

This will pull in the actual position description that you wish to recruit.

**NOTE:** Keep in mind the position description should have been updated prior to this stage.

**Tab 1 - Requisition Form**

Be specific and provide complete and relevant details for all data fields. Incomplete or inadequate information may cause delays in processing and in gaining the necessary approvals. \*Required information is denoted with an asterisk and you will not be able to progress to the next tab without entering something into this type of field.

*If an exception (abridgement to standard processing) is requested, it is necessary to insert a "NOTE" at the beginning of the "Text for the Ad" box.* For example, NOTE: Request a two-week posting-and-review period because former employee left without notice.

If a search-and-screen committee is to be formed, a note indicating, "TBD by search- and-screen committee" may be entered until the committee has been charged, met, and provided announcement details to HR.

Requisition Form	Available Funding Source	Personal and Organizational Data	Purpose of Position	Problems & Decisions	Working Contacts	Other	Job Functions	Action History		
<a href="#">CONTINUE TO NEXT PAGE &gt;&gt;</a>										
<p>This document is required for collecting job-specific information. This information is important as it will allow the Human Resources departments to accurately develop job descriptions, evaluate the job based on job responsibilities, and accurately compare jobs to the market place.</p> <p>Persons initiating the action need to complete this section to the best of their abilities; all final decision will be made by the Human Resources Department.</p> <p>All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.</p> <p><b>Note:</b> Information listed in <b>purple</b> will be visible to applicants if a Job Posting is created from this Position Description.</p> <p><small>*Required information is denoted with an asterisk.</small></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%; vertical-align: top;"> <p><b>Working Title:</b> <small><a href="#">Instructions</a></small></p> <p><b>Employee / Supervisor Proposed Working Title:</b> <small><a href="#">Instructions</a></small></p> <p><b>* Home Location:</b></p> <p><b>Physical Location of Position (City):</b> <small><a href="#">Instructions</a></small></p> <p><b>* Organization:</b> <small><a href="#">Instructions</a></small></p> <p><b>Text for the Ad:</b> <small><a href="#">Instructions</a></small></p> </td> <td style="width: 80%; vertical-align: top; border: 1px solid #ccc;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">CBRD Center Director</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"></div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">South Dakota School of Mines and Technology</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Rapid City</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">4BPRD 1-Cntr for Bioprocessing Res &amp; Dev</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">                     The South Dakota School of Mines and Technology (SDSM&amp;T) and the South Dakota State University (SDSU) invite applications for the position of Director for the 2010 Center for Bioprocessing Research and Development (CBRD). The                 </div> </td> </tr> </table>									<p><b>Working Title:</b> <small><a href="#">Instructions</a></small></p> <p><b>Employee / Supervisor Proposed Working Title:</b> <small><a href="#">Instructions</a></small></p> <p><b>* Home Location:</b></p> <p><b>Physical Location of Position (City):</b> <small><a href="#">Instructions</a></small></p> <p><b>* Organization:</b> <small><a href="#">Instructions</a></small></p> <p><b>Text for the Ad:</b> <small><a href="#">Instructions</a></small></p>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">CBRD Center Director</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"></div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">South Dakota School of Mines and Technology</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Rapid City</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">4BPRD 1-Cntr for Bioprocessing Res &amp; Dev</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">                     The South Dakota School of Mines and Technology (SDSM&amp;T) and the South Dakota State University (SDSU) invite applications for the position of Director for the 2010 Center for Bioprocessing Research and Development (CBRD). The                 </div>
<p><b>Working Title:</b> <small><a href="#">Instructions</a></small></p> <p><b>Employee / Supervisor Proposed Working Title:</b> <small><a href="#">Instructions</a></small></p> <p><b>* Home Location:</b></p> <p><b>Physical Location of Position (City):</b> <small><a href="#">Instructions</a></small></p> <p><b>* Organization:</b> <small><a href="#">Instructions</a></small></p> <p><b>Text for the Ad:</b> <small><a href="#">Instructions</a></small></p>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">CBRD Center Director</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"></div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">South Dakota School of Mines and Technology</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Rapid City</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">4BPRD 1-Cntr for Bioprocessing Res &amp; Dev</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">                     The South Dakota School of Mines and Technology (SDSM&amp;T) and the South Dakota State University (SDSU) invite applications for the position of Director for the 2010 Center for Bioprocessing Research and Development (CBRD). The                 </div>									

**Tab 2 - Available Funding Source**

The information that is contained within the position description automatically pulls into this area. However, the information may be edited. If you need assistance please contact the Budget Office at 394-1207.

If more than one account will be used to fund this position, you will need to use multiple "add entry" screens in order to include all of the funding sources. Remember, only one entry per funding source. To avoid delays, be sure that your compensation equals 100 percent of the funding.

Add New Entry	
<small>* Required information is denoted with an asterisk.</small>	
<p><b>Fund:</b> <small><a href="#">Instructions</a></small></p> <p><b>Organization:</b> <small><a href="#">Instructions</a></small></p> <p><b>Account:</b> <small><a href="#">Instructions</a></small></p> <p><b>Program:</b> <small><a href="#">Instructions</a></small></p> <p><b>Activity:</b> <small><a href="#">Instructions</a></small></p> <p><b>Available Dollars:</b> <small><a href="#">Instructions</a></small></p> <p><b>Percent:</b> <small><a href="#">Instructions</a></small></p> <p><b>Hiring Manager Comments:</b></p> <p><b>Budget Comments:</b></p>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"></div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Not Assigned</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"></div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"></div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"></div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"></div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"></div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px; height: 40px;"></div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px; height: 40px;"></div>
<a href="#" style="background-color: #000080; color: white; padding: 5px 10px; text-decoration: none;">ADD ENTRY</a>	

Online Employment System								
Requisition Form	Available Funding Source	Personal and Organizational Data	Purpose of Position	Problems & Decisions	Working Contacts	Other	Job Functions	Action History
<< RETURN TO PREVIOUS		CONTINUE TO NEXT PAGE >>						
<p>Persons initiating the action need to complete this section to the best of their abilities.</p> <p>All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.</p> <p><b>Note:</b> Information listed in <b>purple</b> will be visible to applicants if a Job Posting is created from this Position Description.</p> <p>*Required information is denoted with an asterisk.</p> <p>Position Number: ME9687</p>								

Tab 3 - Personal and Organizational Data

This information pulls in from the position description and cannot be edited. This is why the position description needs to be reviewed and updated prior to recruitment.

Online Employment System																				
Requisition Form	Available Funding Source	Personal and Organizational Data	Purpose of Position	Problems & Decisions	Working Contacts	Other	Job Functions	Action History												
<< RETURN TO PREVIOUS		CONTINUE TO NEXT PAGE >>																		
<p>*Required information is denoted with an asterisk.</p> <table border="1"> <thead> <tr> <th colspan="2">Position Purpose</th> </tr> </thead> <tbody> <tr> <td>Write a one-sentence statement that describes the overall purpose of the position, highlighting the way the position contributes to achieving the department's and the institution's objectives.</td> <td>To provide a professional resident staff member appropriately educated and trained to work to create and maintain a resident environment designed to assure student success; one with authority and ability to exercise sound judgment in a potential wide variety of situations.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Education and Experience</th> </tr> </thead> <tbody> <tr> <td>The next three items concern the education and experience required to perform this position.</td> <td></td> </tr> <tr> <td>What level of completed formal education is required for this position?</td> <td>Four-year college degree.</td> </tr> <tr> <td>Please list any education that is</td> <td></td> </tr> </tbody> </table>									Position Purpose		Write a one-sentence statement that describes the overall purpose of the position, highlighting the way the position contributes to achieving the department's and the institution's objectives.	To provide a professional resident staff member appropriately educated and trained to work to create and maintain a resident environment designed to assure student success; one with authority and ability to exercise sound judgment in a potential wide variety of situations.	Education and Experience		The next three items concern the education and experience required to perform this position.		What level of completed formal education is required for this position?	Four-year college degree.	Please list any education that is	
Position Purpose																				
Write a one-sentence statement that describes the overall purpose of the position, highlighting the way the position contributes to achieving the department's and the institution's objectives.	To provide a professional resident staff member appropriately educated and trained to work to create and maintain a resident environment designed to assure student success; one with authority and ability to exercise sound judgment in a potential wide variety of situations.																			
Education and Experience																				
The next three items concern the education and experience required to perform this position.																				
What level of completed formal education is required for this position?	Four-year college degree.																			
Please list any education that is																				

Tab 4 - Purpose of Position

This information pulls in from the position description and cannot be edited from this action.

Online Employment System																						
Requisition Form	Available Funding Source	Personal and Organizational Data	Purpose of Position	Problems & Decisions	Working Contacts	Other	Job Functions	Action History														
<< RETURN TO PREVIOUS		CONTINUE TO NEXT PAGE >>																				
<p>*Required information is denoted with an asterisk.</p> <table border="1"> <thead> <tr> <th colspan="2">Problem Solving</th> </tr> </thead> <tbody> <tr> <td>Every position requires the employee who works in it to solve problems. For example, a position might require the employee to choose one of two ways to handle a disgruntled student or fellow employee. Select the one statement below that best describes the kinds of problems this position solves and the discretion used for their solution.</td> <td></td> </tr> <tr> <td>Nature of the Problem:</td> <td>The problems in this position are varied.</td> </tr> <tr> <td>Discretion to Solve the Problem:</td> <td>Gets help from supervisors or others in handling unusual problems.</td> </tr> <tr> <td>Please list three problems that are frequently solved as part of this position. Then tell us the policies, procedures or directions used to solve the problem:</td> <td></td> </tr> <tr> <td>1. Problem</td> <td>in appropriate student behavior</td> </tr> <tr> <td>1. Policies, Procedures or Directions</td> <td>policy - to address the situation; hold student accountable (BOR policy); procedures - document via on-line system (ResLife staff</td> </tr> </tbody> </table>									Problem Solving		Every position requires the employee who works in it to solve problems. For example, a position might require the employee to choose one of two ways to handle a disgruntled student or fellow employee. Select the one statement below that best describes the kinds of problems this position solves and the discretion used for their solution.		Nature of the Problem:	The problems in this position are varied.	Discretion to Solve the Problem:	Gets help from supervisors or others in handling unusual problems.	Please list three problems that are frequently solved as part of this position. Then tell us the policies, procedures or directions used to solve the problem:		1. Problem	in appropriate student behavior	1. Policies, Procedures or Directions	policy - to address the situation; hold student accountable (BOR policy); procedures - document via on-line system (ResLife staff
Problem Solving																						
Every position requires the employee who works in it to solve problems. For example, a position might require the employee to choose one of two ways to handle a disgruntled student or fellow employee. Select the one statement below that best describes the kinds of problems this position solves and the discretion used for their solution.																						
Nature of the Problem:	The problems in this position are varied.																					
Discretion to Solve the Problem:	Gets help from supervisors or others in handling unusual problems.																					
Please list three problems that are frequently solved as part of this position. Then tell us the policies, procedures or directions used to solve the problem:																						
1. Problem	in appropriate student behavior																					
1. Policies, Procedures or Directions	policy - to address the situation; hold student accountable (BOR policy); procedures - document via on-line system (ResLife staff																					

Tab 5 - Problems & Decisions

This information pulls in from the position description and cannot be edited within this action.

**Online Employment System**

Requisition Form	Available Funding Source	Personal and Organizational Data	Purpose of Position	Problems & Decisions	Working Contacts	Other	Job Functions	Action History
------------------	--------------------------	----------------------------------	---------------------	----------------------	------------------	-------	---------------	----------------

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>

\*Required information is denoted with an asterisk.

**Working Contacts**

In this position's daily work activities, what contacts does the position come in contact with outside of this department? Below, we have listed some groups of people this position may have contact with, as well as some ways this position may interact with them.

Please select the option that best describes how often this position does each activity for each group. For example, an employee who constantly provides information to students would select "daily." If this position does not do a particular activity or does not work with a

Tab 6 - Working Contacts

This information pulls in from the position description and cannot be edited within this action.

**Online Employment System**

Requisition Form	Available Funding Source	Personal and Organizational Data	Purpose of Position	Problems & Decisions	Working Contacts	Other	Job Functions	Action History
------------------	--------------------------	----------------------------------	---------------------	----------------------	------------------	-------	---------------	----------------

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>

\*Required information is denoted with an asterisk.

**Environment**

Please indicate the environment in which this position works. If this position works in more than one environment, write the percent of time spent in each. Percentages must add up to 100%. (When you think about percent of time, imagine that the whole year is compressed into one day. Of that day, how much time do you spend in each environment?)

Office or Heated and Cooled Building: 45%

Outdoors: 5%

Other: No

If "Other", please specify:

**Irregular Work Hours**

Core business hours are typically 8am to 5pm Monday through Friday. However, some jobs require the incumbent to work additional hours very early in the morning, evenings, and/or weekends. Those jobs are

Tab 7 - Other

This information pulls from the position description and cannot be edited within this action.

**Online Employment System**

What is this position counted on to do? This section lists brief statements that describe the results of the job, how achievements are measured, and what it takes physically and mentally to achieve these results (including how often and for how long each demand occurs; for example, the position may require to stand for 3 hours or work on a computer terminal for 4 hours without a break.) This section also contains how much effort is expected to be exerted; for example, the approximate weight in pounds of an object often lifted, pushed, or pulled. Finally, this section provides some information regarding potential hazards or each essential function. (The information about the demands on the job are needed for compliance with the Americans with Disabilities Act and other federal legislation.)

**Existing Entries**

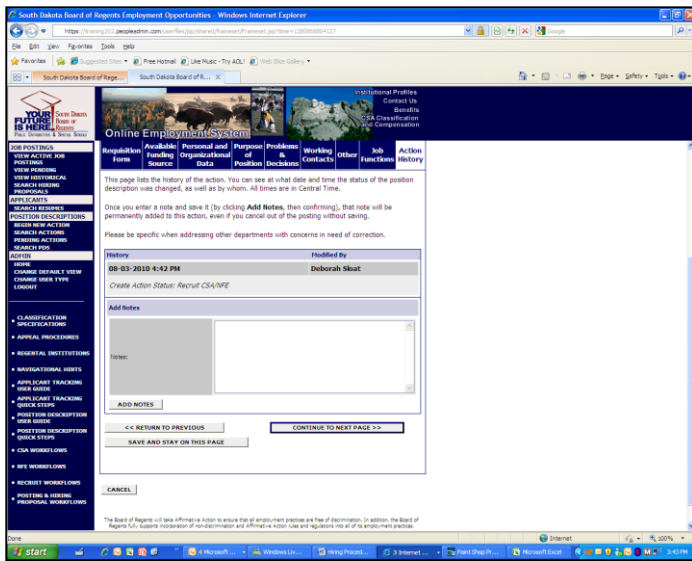
4 Records

Percent of time spent on achieving the result	Result expected of this job	Activities to achieve result	Measures of how well one has achieved the result	Physical and mental effort required to achieve the result, as well as any potential hazards	Other Requirements:	Function Edited:
		Implements programming designed to				

Tab 8 - Job Functions

This information pulls from the position description and cannot be edited within this action.



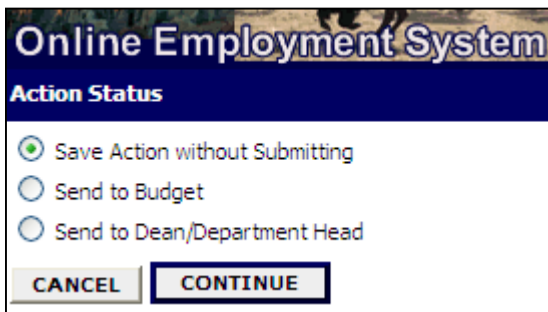


**Tab 9 - Action History**

All actions taken on this recruitment, approvals obtained, and so on, are listed in the data sequence in which they occur.

If you want to add a note or comment you may do so simply by entering the text into the “Notes” box and clicking “ADD NOTES” to save the entry.

## NFE Recruitment Approvals



### *NFE Recruitment Approval - Department Head*

Insufficient or incorrect information can cause delays, return of the requisition, denial, and so on.

If you are in an academic department and are not the department head/chair, be sure to communicate your need for this position so that the department head/chair will be expecting your request. Otherwise, the request may be returned or denied.

Non-academic departments will submit this recruitment request to Budget.

If you are unable to complete this process, be sure to “Save Action without Submitting” so you can return later to finish processing the request.

If you ARE the department head/chair, you will submit this recruitment request to Budget.

If you are NOT the department head/chair, you will submit this requisition to the Dean/Department Head, or if non-academic, you will submit to Budget.



### *NFE Recruitment Approval - Budget*

The role of Budget is to confirm you have sufficient funding to support this request. In addition, prior to moving the request forward, Budget obtains final approval from both the provost and vice president for academic affairs and the vice president for business and administration.

The request is then forwarded by Budget to the Administrator.

#### *NFE Recruitment Approval - Administrator*

The Administrator (responsible vice president) will review and approve.

The position description is then submitted to Institutional HR for review.

**NOTE:** Prior to any formal Online Employment System processing, the Hiring Manager and/or the department head/chair should have discussed this departmental need with the responsible vice president. In the absence of this discussion, the Administrator may return or deny the request.

#### *NFE Recruitment Approval - Institutional HR*

If a search-and-screen committee is required, HR will assist the Hiring Manager in completing the [Search-and-Screen Committee - Presidential Charge](#).

#### **NFE Search and Screen Assignment Request**

**NOTE:** ONLY employees having attended Best Hiring Practices workshop may serve on search-and-screen committees or be allowed hiring authority.

Institutional HR will prepare the “posting” from the requisition information with assistance from the Hiring Manager and/or the search-and-screen committee chair. Final review and approval of the posting is obtained from the Hiring Manager and/or the search-and-screen committee chair.



## NFE Recruitment - Strategies to Consider/Plan

The search-and-screen committee and/or the Hiring Manager need to formulate recruitment strategies. These strategies include, but certainly are not limited to the following:

- Knowledge, skills, and abilities deemed necessary for success within the position
- Timeline, posting the position, reviewing the applications, interviewing, final recommendation of committee, and so on
- Use of screening questions within the Online Employment System (i.e., do you have a doctorate in *blank* discipline? What area(s) of research are you interested in?)
- Open until filled or fixed end date
- Date to begin review (a minimum of 30 days is required for posting unless an exception has been granted)
- Strategies for searching for the most qualified candidates (i.e., committee members phoning and/or e-mailing colleagues, inviting applications from colleagues or associates, etc.)
- Advertising locations and requirements: local, regional or national advertising within professional journals, newspapers, websites, and so on (Institutional HR automatically posts all positions on the Online Employment System, with SD Career Center (Job Service), HigherEdJobs.com, and the School of Mines' Career Center (The Gold Mine). All other advertising costs must be paid by the position's department)
- Methodology for processing applications (i.e., scoring assigned for each requirement, qualified vs. non-qualified sorting, etc.)
- Interviewing: telephone, in-person, or a combination)
- Who the on-campus interviewees need to meet with while on campus
- The formation of questions that will elicit qualifications, experience and general aptitude of applicants
- Filing or storage of documentation of committee members
- Administrative tasks for the committee (i.e., scheduling interviews, making travel arrangements, etc.)
- Funds for moving expenses; does the position qualify for moving expense reimbursement?

## NFE Recruitment - Posting the Position

In addition, Institutional HR partners with the Hiring Manager and/or chair of the search-and-screen committee to prepare and post the announcement from the requisition information's "Text for the Ad." A MS Word document is used for this purpose and the Institutional HR will provide the Hiring Manager and/or chair of the search-and-screen committee a "tracking" document for review and approval.

Once Institutional HR receives approval, the position will be "officially posted." The responsible Institutional HR employee will notify the Hiring Manager and chair of the search-and-screen committee, as well as the entire campus community of the posting via e-mail.

The Hiring Manager and/or chair of the search-and-screen committee will publish all other advertisements for the position (i.e., professional journals, *Chronicle for Higher Education*, list serves, websites, etc.). However, the posting must remain identical to the approved posting. If the posting needs to be altered in any fashion (i.e., shortened to save cost), it will need specific approval by HR prior to placing the ad. This is to ensure that critical information remains intact.

## NFE Recruitment - Review of Applications

The position posting review date triggers the ability for the Hiring Manager and/or committee members to access the electronic applications. In order to maintain eligibility of the most highly-qualified applicants, it is essential

that the processing be conducted in an expeditious manner. Delays exacerbate the potential of losing highly-qualified applicants to other employers.

Predetermined selection criteria and processing must be equally applied to screen applications and determine the most qualified candidates. From this screening process it will be possible to determine which applicants should progress to the next stage of screening.

### NFE Recruitment - Maintenance of Application Roster

The Hiring Manager and/or chair of the search-and-screen committee need to record the search progress within the Online Employment System. This includes marking the applicants who are recommended for interview, interviewed, not qualified, and so on. Keep in mind that if the applicant is marked as “not qualified-send e-mail now” they will immediately receive an e-mail indicating that they are no longer being considered for the position. Unless you want this to occur, mark instead “not qualified-send e-mail when filled.” All applicant correspondence to “non-qualified” applicants is delivered via the automated system, so no manually created correspondence is necessary.

### NFE Recruitment - Special Handling

Applicants who are eligible for special handling must receive an interview if they meet the minimum qualifications for the position. To understand special handling, look at the screen print below. Of the three applicants, the only applicant deemed eligible for special handling is Susan Jones. For special handling to occur there must be a “yes” under “Pref1,” “Pref2,” or “Pref3” and “special handling” must also be indicated under “Status.”

For example, Jane Doe and Larry Smith are not eligible. They both have a “yes” under “Pref3;” however, their “Status” column indicates “under review,” and NOT “special handling.”

“Pref1,” “Pref2,” and “Pref3” are self-requests for preferences for disability, veteran’s preference and re-employment rights. Applicants may respond “yes” to any three of these preferences, but are not always eligible to receive the preference. Unless the “yes” is accompanied by a “special handling” status, it is either being reviewed for eligibility or their request was denied.

Look at Jane Doe and Larry Smith below. Although they have requested “Pref3” neither were deemed eligible at this time or their request need to be reviewed by Institutional HR. These circumstances warrant a phone call to Institutional HR for review.

Again, applicants with “yes” under “Pref1,” “Pref2,” or “Pref3” AND “special handling” under “Status” receive special handling.

### Active Applicants

45 Records

<input type="checkbox"/> Name	Documents	<input type="checkbox"/> Score	<input type="checkbox"/> Date Applied	<input type="checkbox"/> Current BOR Employee?	<input type="checkbox"/> Pref1?	<input type="checkbox"/> Pref2?	<input type="checkbox"/> Pref3?	<input type="checkbox"/> Status	<a href="#">All / None</a>
Doe, Jane			7/1/10				YES	Under Review	
Smith, Larry			6/25/10				YES	Under Review by HM	
Jones, Susan			6/30/10				YES	Special Handling	

## NFE Recruitment - Current BOR Employee?

**Online Employment System**

**View Posting - Assistant Professor - 9**

Applicants	Posting Details	Documents	Posting Specific Questions	Points	Guest User	Hiring Proposal(s) for Posting	HR/HM Notes
------------	-----------------	-----------	----------------------------	--------	------------	--------------------------------	-------------

**Important notes for Hiring Managers and the Search Committee:** If any applicants are currently employed by the South Dakota Regental System, **you must personally contact them if they are not selected for this position.** Please refer to the 'Current BOR Employee' column below for any applicants that must be contacted.

Additionally, all applicants with a 'Yes' in any of the 'Pref' columns below or identified by 'Special Handling' may have a preference and may be eligible for an interview if the applicant meets the minimum qualifications, and therefore, you should contact your local human resources officers.

**Active Applicants**  
 2 Records

▼ Name	Documents	▲ Score	▲ Date Applied	▼ Current BOR Employee?	▼ Pref1?	▼ Pref2?	▼ Pref3?	▼ Status	All / None
<b>Bee, Glory</b> <a href="#">View</a> <a href="#">NFE/Faculty Application</a>	<a href="#">Ref</a>    <a href="#">CV</a> <a href="#">Other</a>    <a href="#">Cvr Ltr</a>	0	08-12-2010 <a href="#">History/Notes</a>	No			Yes	Under Review by Manager/Committee <a href="#">Change Status</a>	<input type="checkbox"/>
<b>Horner, Jack</b> <a href="#">View</a> <a href="#">NFE/Faculty Application</a>	<a href="#">Ref</a>    <a href="#">CV</a> <a href="#">Cvr Ltr</a>	0	08-12-2010 <a href="#">History/Notes</a>	Yes			No Response	Under Review by Manager/Committee <a href="#">Change Status</a>	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

In addition to special handling, we also have been mandated to provide special consideration for applicants who are currently employed within the South Dakota Board of Regents system. As you can see above, Jack Horner has stated “yes” that he is a current BOR employee.

If Jack is not the selected candidate, once the search is completed and the position is filled, a personalized notification needs to be delivered to Jack immediately. It is strongly recommended that this be in the form of a phone call. This special consideration is to inform any current BOR employees via personalized notification prior to them receiving the automated e-mail.

## NFE Recruitment - Interviews

The Hiring Manager and/or the search-and-screen committee predetermine the recruitment strategies regarding interviewing prior to posting the position. These strategies may include telephone interviews, DDN or Web conferencing interviews, face-to-face interviews, or a combination of methodologies.

It is strongly recommended that standardized questions be developed to consistently learn about each applicant’s skills, knowledge, and abilities in order to determine who is the most qualified for the position.

Be sure to review processing for special handling referred to directly above.

### Telephone Interviews

Telephone interviews are frequently used to screen applicants. If a search-and-screen committee was formed, ensure that all committee members participate in all sessions. Due to scheduling difficulties, this may require that an audio or video record be made of one or more of the interviews. In these circumstances, care and caution need to be exercised to ensure that the applicant is asked for his or her permission prior to recording the interview and

again during the actual audio recording. The recording must be shared with any committee member who was unable to attend the live session and stored within the official search file. Retention rules will apply.

### Face-to-Face Interviews

Final applicants, normally three to five per position, are brought to the campus for on-campus interviews. In order to minimize unnecessary costs references should already have been checked prior to scheduling these visits. It is also important that the Hiring Manager and/or the chair of the search-and-screen committee schedule appropriate visits with any on-campus employees needing to meet and/or interview each applicant (i.e., the president, vice presidents, HR, etc.).

Committee members participating in on-campus interviews need to be cognizant of their behavior and the need to conduct legal and appropriate interviews—in both formal and informal settings.

### Technological Alternatives

In utilizing alternative means of interviewing, it is important to ensure that the equipment, participation, audio, and so on provide an equal opportunity to each applicant.

### NFE Recruitment - Reference Checking

Reference checks must be completed on the finalist(s) for all positions. The refusal of an applicant to permit such checks may be considered as a factor in the hiring decision.

Best practices warrant that reference checking be completed prior to finalizing the list of applicants to bring to campus for face-to-face interviews. The HR Office can provide sample forms that can be used for gathering reference information. The essential part of reference checking is to obtain job-related information that provides a better indication of the applicant's knowledge, skills, and abilities in relation to being successful within the position.

Any written documentation associated with this process must be retained in the search file. The Online Employment System is an excellent location to insert this data for tracking purposes. If there is hard-copy documentation, it needs to be retained for three years and then destroyed.

### NFE Recruitment - Hiring Proposal

The hiring proposal needs to be completed and permission gained within the Hiring Manager's hierarchy prior to beginning any verbal negotiations. Make sure that the applicant's information that pulls into the hiring proposal is up-to-date and accurate (i.e., address), as this information will be used to develop the official letter of offer and contract.

### Search-and-Screen Committee

After the committee has completed its work, the chair of the committee will provide a list of qualified candidates in alphabetical order and without rank to the person designated by the presidential charge to receive this list. NFE-position lists are given to the responsible vice president. The vice president will review the list and may choose to communicate with each member regarding the list of candidates. Once the vice president has discussed the candidates with the president and the hiring decision has been confirmed, the hiring proposal is completed and the "recommend for hire" is processed for approval.

### Hiring Authority

Once the selection processing has been completed by the hiring authority and he or she has discussed the decision to hire with the vice president, the hiring authority will complete a “recommend for hire” (hiring proposal) within the Online Employment System.

### NFE Recruitment - Verbal Negotiation of Employment

The recommend for hire/hiring proposal requires hierarchical approval. Once these approvals are received, the application status is changed to “offer can be made.” The provost and/or vice president will contact the person chosen for the position and conduct a verbal negotiation. If permission is granted to someone other than the provost and/or vice president to conduct verbal negotiations, it is imperative that all information be closely communicated and monitored since this action is the responsibility of the provost and/or vice president.

The verbal negotiation is NOT an offer of employment—it is a negotiation of what the individual would find acceptable if he or she were officially offered the position. It is very important that the “negotiator” make it very clear to the applicant that they are not able to offer employment; however, they are acting as an agent of the university to find out what the applicant would accept if officially offered employment.

Once the verbal negotiator reaches agreement with the applicant, the negotiations are complete. The applicant must be informed that this negotiation is contingent on the university’s verification of credentials and other information required by law and/or university policies, including, but not limited to, a criminal background check.

The hiring process is then suspended at “conditional offer accepted” until the background check processing is completed.

### NFE Recruitment - Background Checking

All offers of employment at the School of Mines are contingent upon verification of credentials and clear results of a background check. Background checks may include social security validation, prior employment verification, criminal and sexual offender registry, educational verification, and motor vehicle and/or credit history.

The background check will be processed through HireRight, a third party vendor contracted to work within the Online Employment System. The director of human resources and/or designated HR staff member will review all results of the check. If the background check reveals convictions or information that was not accurately disclosed, the director of HR and/or designated HR staff member will meet with the responsible vice president for the position to discuss potential risks and liabilities related to the job’s requirements.

The HR Office is responsible for all Fair Credit Reporting Act requirements, notices and processing. If an applicant’s conditional offer of employment is denied based on the results of the background check, proper notifications and processing will be strictly adhered to.

Background check information will be maintained in a file separate from an employee’s personnel file.

### NFE Recruitment - Official Offer

The hiring proposal contains all of the agreed upon terms and conditions for employment as well as the selected applicants mailing address, start date, salary, and so on. All offers of employment are contingent upon final approval from the Board of Regents.

### Confirmation Offer Letter

The confirmation offer letter is created to confirm the verbal negotiations that occurred and to formalize agreed upon terms and conditions of employment. NFE offer letters are created in the Office of Human Resources and are signed by the president or in the absence of the president, by the provost and vice president of academic affairs in the President's absence. This letter accompanies the contract, the Intellectual Property (IP) agreement, Conflict of Interest form, and the Household Moving Allowance form, as relevant.

### Employment Contract

The contract cannot be created until official transcripts are received in the Office of Academic Affairs. Once this documentation is received, the Office of Academic Affairs will process the contract. The president or the provost and vice president for academic affairs then signs the contract. The prospective employee is given 20 days to sign and return the contract.

### NFE Recruitment - Final Application Roster Processing

Once the employment-offer package has been mailed to the selected candidate, the Hiring Manager is directed to perform the final processing within the Online Employment System. This consists of adding any required notes, finalizing all applicant status updates or changes, and so on. Institutional HR then enters the Online Employment System and changes the final status to filled. This will close the position from public view and initiate final e-mail correspondence to the applicants to thank them for their interest in the position and to inform them that the position has been filled.



## CIVIL SERVICE ACT (CSA) POSITIONS

Discussion between the Hiring Manager, director, and/or department head/chair, with the responsible vice president, as relevant, should occur prior to the formal process beginning for recruiting a position. This discussion should include salary; hiring strategies (i.e., title, search and screen committee vs. hiring authority, duties and responsibilities, etc.). This informal discussion may mean the difference in moving things forward when time is of the essence!

### CSA - Create New Position Description

**SNAP (South Dakota System Navigation Access Portal)**—<http://snap.sdbor.edu>

HR Tab: Classification and Recruitment Tools Channel.

Select “Manager Login” then enter “Username” and “Password.”



If the position is brand new a new position will need to be created.

**NOTE:** Begin by making sure that the correct user type and default view is selected for the required action.



Select “Begin New Action.”

Select “CSA—1.

Select “Establish a New Position.”

Select “Start Action.”



**Online Employment System**  
 Your Current Group: **Hiring Manager**

**Create CSA - 1. Establish a New Position**

Duplicate Position	Requisition Form	Available Funding Source	Personal and Organizational Data	Duties	General Information	Position Information	Action History								
<p>To copy a position description from an existing position, click on the below search criteria to find the position description you wish to copy. A results page will appear that meets your criteria. You may view the summary of the position description and then click "Select Title and Continue". After you find the position description, you can edit the fields on the position description as normal, and send for approval.</p>															
<p><b>Search PDs to Copy</b></p> <table style="width: 100%;"> <tr> <td>Position Number: <input type="text"/></td> <td>Employee ID Number: <input type="text"/></td> </tr> <tr> <td>Employee First Name: <input type="text"/></td> <td>Position Classification Title: <input type="text"/></td> </tr> <tr> <td>Employee Last Name: <input type="text"/></td> <td>Type of Position: <input type="text"/></td> </tr> <tr> <td>Working Title: <input type="text"/></td> <td></td> </tr> </table> <p> <input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/> </p> <p style="text-align: center; border: 1px solid black; padding: 2px;">DO NOT CHOOSE POSITION, CONTINUE TO NEXT PAGE &gt;&gt;</p> <p style="text-align: center; border: 1px solid black; padding: 2px;">SAVE AND STAY ON THIS PAGE</p>								Position Number: <input type="text"/>	Employee ID Number: <input type="text"/>	Employee First Name: <input type="text"/>	Position Classification Title: <input type="text"/>	Employee Last Name: <input type="text"/>	Type of Position: <input type="text"/>	Working Title: <input type="text"/>	
Position Number: <input type="text"/>	Employee ID Number: <input type="text"/>														
Employee First Name: <input type="text"/>	Position Classification Title: <input type="text"/>														
Employee Last Name: <input type="text"/>	Type of Position: <input type="text"/>														
Working Title: <input type="text"/>															

### Tab 1 - Duplicate Position

If the hiring manager has another similar position reporting in their hierarchy, they can save a great deal of time by duplicating the information and editing it.

To pull up the position to duplicate, simply search by the position number, incumbent's name, or other information, and choose to duplicate the information.

\*If you choose not to duplicate a position, select "Do not choose position, continue to next page."

**Online Employment System**

Duplicate Position	Requisition Form	Available Funding Source	Personal and Organizational Data	Duties	General Information	Position Information	Action History		
<input type="button" value="RETURN TO PREVIOUS"/> <input type="button" value="CONTINUE TO NEXT PAGE &gt;&gt;"/>									
<p>This document is required for collecting job-specific information. This information is important as it will allow the Human Resources departments to accurately develop job descriptions, evaluate the job based on job responsibilities, and accurately compare jobs to the market place.</p> <p>Persons initiating the action need to complete this section to the best of their abilities; all final decision will be made by the Human Resources Department.</p> <p>All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.</p> <p><b>Note:</b> Information listed in <b>purple</b> will be visible to applicants if a Job Posting is created from this Position Description.</p> <p><small>*Required information is denoted with an asterisk.</small></p> <table style="width: 100%;"> <tr> <td style="width: 20%;">Working Title:</td> <td><input type="text" value="Financial Aid Assistant"/></td> </tr> </table>								Working Title:	<input type="text" value="Financial Aid Assistant"/>
Working Title:	<input type="text" value="Financial Aid Assistant"/>								

### Tab 2 - Requisition Form

Be specific and provide complete and relevant details for all data fields. Incomplete and/or inadequate information may cause delays in processing and in gaining the necessary approvals. \*Required information is denoted with an asterisk and you will not be able to progress to the next tab without completing this field.

**NOTE:** CSA position announcements are standardized. HR utilizes information from the position description and the state classification specifications to create the posting. The Hiring Manager inserts any particular verbiage they wished to add under the "Text for the Ad."



**Add New Entry**

\* Required information is denoted with an asterisk.

Fund:	<input type="text"/>
Organization:	Not Assigned
Account:	<input type="text"/>
Program:	<input type="text"/>
Activity:	<input type="text"/>
Available Dollars:	<input type="text"/>
Percent:	<input type="text"/>
Hiring Manager Comments:	<input type="text"/>
Budget Comments:	<input type="text"/>

**ADD ENTRY**

### Tab 3 - Available Funding Source

If you do not know this information, contact the Budget Office at 394-1207.

If more than one account will be used to fund this position, you will need to use multiple "add entry" screens in order to include all of the funding sources. Remember, only one entry per funding source. To avoid delays, be sure that your compensation equals 100 percent of the funding.

**Online Employment System**

<b>Duplicate Position</b>	<b>Requisition Form</b>	<b>Available Funding Source</b>	<b>Personal and Organizational Data</b>	<b>Duties</b>	<b>General Information</b>	<b>Position Information</b>	<b>Action History</b>
---------------------------	-------------------------	---------------------------------	---	---------------	----------------------------	-----------------------------	-----------------------

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>

Persons initiating the action need to complete this section to the best of their abilities.

All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.

**Note:** Information listed in **purple** will be visible to applicants if a Job Posting is created from this Position Description.

\*Required information is denoted with an asterisk.

Position Number:	<input type="text"/>
Employee First Name:	<input type="text"/>
Employee Last Name:	<input type="text"/>
Employee ID Number:	<input type="text"/>
* Employee's User Account:	Darrow, Monica
Type of Position:	<input type="text"/>

### Tab 4 - Personal and Organizational Data

Identify the new position as "vacant."

Be sure to provide accurate information in order to avoid delays in processing your request.

**Online Employment System**

Duplicate Position	Requisition Form	Available Funding Source	Personal and Organizational Data	Duties	General Information	Position Information	Action History
--------------------	------------------	--------------------------	----------------------------------	--------	---------------------	----------------------	----------------

Persons initiating the action need to complete this section to the best of their abilities. Please list in order of importance, and in detail, the job function and duties assigned to this position and estimate the percentage of time given to each function. You must list at least two duties.

All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.

To begin entering each individual duty, click the **Add New Entry** button. Enter each percent of time and duty, and click **Add Entry**. Percentages must add up to 100%.

You may copy and paste from another document. Do not include duties which constitute less than 5%; please combine such duties and put "miscellaneous" in the "Major Area of Responsibility" area when adding the entry.

**Existing Entries**

4 Records

Percent of Time:	Major Area of Responsibility:	Specific Tasks Within Area of Responsibility:	Problems or Challenges:	Decisions Made:	Decisions This Position Refers to its Supervisor:	Physical Requirements or Hazardous Conditions:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Tab 5 - Duties

Divide the areas of responsibilities into natural divisions in increments of 5 percent and totaling 100 percent. It is best to list the largest areas of effort first and to descend to a minimum of 5 percent of time expenditure. Be specific and thorough to ensure accuracy in classification and compensation.

Select "add entry" to save each area of responsibility. The total of all entries must equal 100 percent.

**Online Employment System**

Duplicate Position	Requisition Form	Available Funding Source	Personal and Organizational Data	Duties	General Information	Position Information	Action History
--------------------	------------------	--------------------------	----------------------------------	--------	---------------------	----------------------	----------------

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>

Persons initiating the action need to complete this section to the best of their abilities.

All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.

\*Required information is denoted with an asterisk.

If the position has responsibility for personnel selection, performance appraisal, and disciplinary action, please list the subordinates' names and titles:  
 If Not Applicable, please enter "N/A".

Does this position direct the work (e.g. train, assign or review work) of employees it does not formally supervise?

N/A

No

Tab 6 - General Information

To insure accuracy in classification and compensation, please be thorough.

**Online Employment System**

**Duplicate Position** **Requisition Form** **Available Funding Source** **Personal and Organizational Data** **Duties** **General Information** **Position Information** **Action History**

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>

Persons initiating the action need to complete this section to the best of their abilities.

All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.

\*Required information is denoted with an asterisk.

What are the most important or critical duties of this position? Please explain: To accurately communicate information regarding the various aid programs available at the School of Mines and to provide accurate referrals to other offices on campus as necessary.

What are the most difficult or complex: This is a very detail oriented position. It is critical that information associated with the duties of this position be

Tab 7 - Position Information

To insure accuracy in classification and compensation, please be thorough in providing information regarding this position's responsibilities.

**Online Employment System**

**Duplicate Position** **Requisition Form** **Available Funding Source** **Personal and Organizational Data** **Duties** **General Information** **Position Information** **Action History**

This page lists the history of the action. You can see at what date and time the status of the position description was changed, as well as by whom. All times are in Central Time.

Once you enter a note and save it (by clicking **Add Notes**, then confirming), that note will be permanently added to this action, even if you cancel out of the posting without saving.

Please be specific when addressing other departments with concerns in need of correction.

History	Modified By
08-04-2010 8:42 AM	Deborah Sloat
Create Action Status: New CSA PD	

**Add Notes**

Notes:

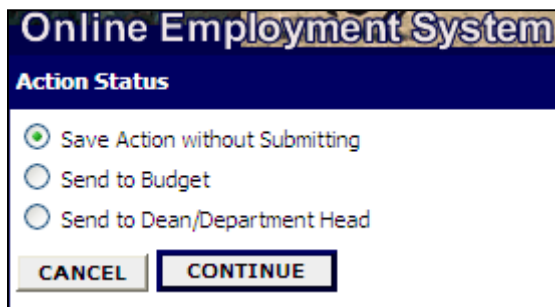
**ADD NOTES**

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>      SAVE AND STAY ON THIS PAGE

Tab 8 - Action History

All actions taken on this recruitment, approvals obtained, and so on, are listed in the data sequence in which they occur.

If you want to add a note or comment you may do so simply by entering the text into the "Notes" box and clicking on "ADD NOTES" to save the entry.



### CSA Establish New Position Approvals

#### *CSA Establish New Position Approval—Department Head*

Insufficient and/or incorrect information can cause delays, return of the requisition, denial, and so on.

If you are in an academic department and are not the department head/chair, be sure to communicate your need for this position so that the department head/chair will be expecting your request.

Otherwise, the request may be returned or denied.

Non-academic departments will submit this recruitment request to Budget.

If you are unable to complete this process, be sure to “Save Action without Submitting” so you can return later to finish processing the request. If you change your mind completely and do not want to process this request any longer you select “Cancel Action (Final).”

If you ARE the department head/chair, you will submit this recruitment request to Budget.

If you are NOT the department head/chair, you will submit this requisition to the Dean/Department Head, if non-academic, you will submit to Budget.



#### *CSA Establish New Position Approval Status - Budget*

The role of Budget is to confirm you have sufficient funding to support this request. In addition, prior to moving the request forward, Budget obtains final approval from both the provost and vice president for academic affairs and the vice president for business and administration.

The request is then forwarded by Budget to the Administrator.

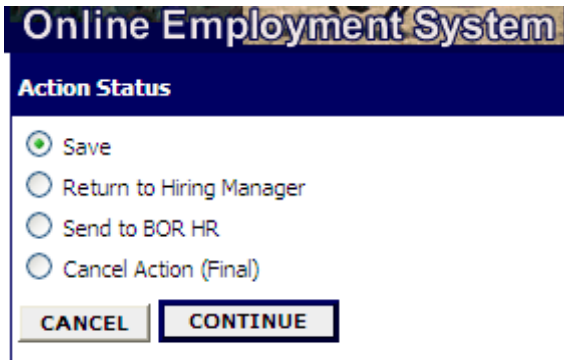


#### *CSA Establish New Position Approval - Administrator*

The Administrator (responsible vice president) will review and approve.

The position description is then submitted to Institutional HR for review.

**NOTE:** Prior to any formal Online Employment System processing, the Hiring Manager and/or the department head/chair should have discussed this departmental need with the responsible vice president. In the absence of this discussion, the Administrator may return or deny the request.



The screenshot shows a window titled "Online Employment System". Inside, there is a section labeled "Action Status" with a dark blue header. Below this header, there are four radio button options: "Save" (which is selected), "Return to Hiring Manager", "Send to BOR HR", and "Cancel Action (Final)". At the bottom of the dialog, there are two buttons: "CANCEL" and "CONTINUE". The "CONTINUE" button is highlighted with a blue border.

*CSA Establish New Position Approval - Institutional HR*

Institutional HR reviews the position description for thoroughness and confirms the classification. If it is not complete and thorough then the position description may be sent back to the Hiring Manager.

The new position request is then submitted to the Board of Regents' human resources director for approval of proper classification. Once the position is approved by BOR HR, the "Establish a New Position" is complete.

This completes the position description. The Hiring Manager may begin recruitment of this position immediately or the position will be stored until such time as the Hiring Manager wishes to pursue recruitment.

---

## CSA - Update Existing Position Description

**SNAP (South Dakota System Navigation Access Portal)**—<http://snap.sdbor.edu>

HR Tab: Classification and Recruitment Tools Channel.

Select “Manager Login” then enter SNAP “Username” and “Password.”



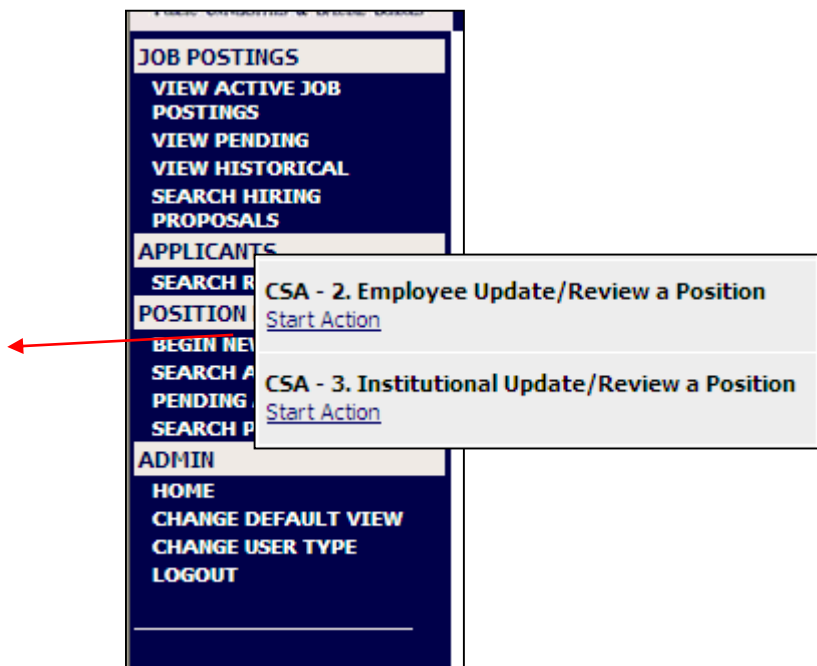
When a position already exists, there are two methods for updating the position. With this stated, there are also slight variations between the following steps and tab locations; however, the overall concept is the same.

### Begin New Action:

Select “CSA—2. Employee Update/Review a Position”—this action is primarily for CSA employees to review current CSA positions and update the position as applicable to ensure the position of record reflects the current duties performed.

**OR**

Select “CSA—3. Institutional Update/Review a Position”—this action is primarily for Hiring Managers to review current CSA positions and update the position as applicable to the departmental or institutional needs.



**CSA - 2. Employee Update/Review a Position**

**Search CSA PDs to Begin Action On**

Position Number: <input type="text"/>	Employee ID Number: <input type="text"/>	
Employee First Name: <input type="text"/>	Position Classification Title: <input type="text" value="Any"/>	
Employee Last Name: <input type="text"/>	Working Title: <input type="text"/>	

### CSA - 2. Employee Update/Review a Position

Employee will search by the position number, incumbent's name, or other details. If the Hiring Manager uses this action, it will then be submitted to

employee for to update the details of the position.

**NOTE:** CSA—2. Employee Update/Review a Position will have different views than the following.

**OR**

### CSA - 3. Institutional Update/Review a Position

**CSA - 3. Institutional Update/Review a Position**

**Search CSA PDs to Begin Action On**

Position Number: <input type="text"/>	Employee ID Number: <input type="text"/>	
Employee First Name: <input type="text"/>	Position Classification Title: <input type="text" value="Any"/>	
Employee Last Name: <input type="text"/>	Working Title: <input type="text"/>	

The Hiring Manager will search by the position number, incumbent's name, or other details. The Hiring Manager may update the position details to ensure the position description reflects the current duties performed.

**NOTE:** CSA—3. Institutional Update/Review a Position views

**Online Employment System**

Available Funding Source	Personal and Organizational Data	Duties	General Information	How This Job Has Changed	Position Information	Request for Position Classification / Pay Grade Review	Action History	
<p>This section is for Hiring Managers and Budget. Hiring Managers complete the funding information to identify funding source information. Explanatory details may be inserted into the 'Hiring Manager Comments' text box. Please add separate entries for each funding source. Please check with the Budget Department if you have any questions.</p> <p>Upon receipt of this funding plan, the Budget Department will make a determination to approve the funding source 'as is' or will request a modification to the funding source to better align the compensatory decision with available funds. Budget may directly edit the proposed funding information within this section. If budget makes any changes to the Hiring Manager's proposed funding information, these changes <b>must be fully explained by Budget</b> in the 'Budget Comments' text box. In addition, further explanatory details or a summary of any discussions with the Hiring Manager may be entered by Budget into the 'Budget Comments' text box.</p> <p>For clarification of each field please refer to the 'Instructions' links located under the field titles.</p>								
<b>Existing Entries</b>								
1 Record								
<input type="button" value="▲ Fund"/>	<input #"="" button"="" type="button" value="▼ Percent:&lt;/td&gt; &lt;td&gt;&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;&lt;a href="/> View    <a href="#">Edit</a>							100
<a href="#">Delete</a>								

Tab 1 - Available Funding Source

The information that is contained within the position description automatically pulls into this area. However, the information may be edited. If you need assistance, please contact the Budget Office at 394-1207.

If more than one account will be used to fund this position, you will need to use multiple "add entry" screens in order to include all of the funding sources. Remember, only one entry per funding source. To avoid delays, be sure that your compensation equals 100 percent of the funding.



**Online Employment System**

Available Funding Source	Personal and Organizational Data	Duties	General Information	How This Job Has Changed	Position Information	Request for Position Classification / Pay Grade Review	Action History
--------------------------	----------------------------------	--------	---------------------	--------------------------	----------------------	--	----------------

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>

Persons initiating the action need to complete this section to the best of their abilities.

All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.

**Note:** Information listed in **purple** will be visible to applicants if a Job Posting is created from this Position Description.

\*Required information is denoted with an asterisk.

Position Number:	ME9971
Instructions	
Employee First Name:	<input type="text"/>
If vacant, please enter "Vacant."	
Employee Last Name:	<input type="text"/>
If vacant, please enter "Vacant."	
Employee ID Number:	<input type="text"/>
If vacant, please enter "Vacant."	
* Employee's User Account:	No Response
Instructions	
Type of Position:	CSA

Tab 2 - Personal and Organizational Data

Edit as necessary. Be specific and provide complete details as relevant for all data fields. Incomplete or inadequate information may cause delays in processing or in necessary approvals. \*Required information is denoted with an asterisk and you will not be able to progress to the next tab without entering something into this type of field.

**Online Employment System**

Available Funding Source	Personal and Organizational Data	Duties	General Information	How This Job Has Changed	Position Information	Request for Position Classification / Pay Grade Review	Action History
--------------------------	----------------------------------	--------	---------------------	--------------------------	----------------------	--	----------------

Persons initiating the action need to complete this section to the best of their abilities. Please list in order of importance, and in detail, the job function and duties assigned to this position and estimate the percentage of time given to each function. You must list at least two duties.

All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.

To begin entering each individual duty, click the **Add New Entry** button. Enter each percent of time and duty, and click **Add Entry**. Percentages must add up to 100%.

You may copy and paste from another document. Do not include duties which constitute less than 5%; please combine such duties and put "miscellaneous" in the "Major Area of Responsibility" area when adding the entry.

**Existing Entries**

4 Records

Percent of Time:	Major Area of Responsibility:	Specific Tasks Within Area of Responsibility:	Problems or Challenges:	Decisions Made:	Decisions This Position Refers to its Supervisor:	Physical Requirements or Hazardous Conditions:
		Answer own office phone; review messages left on voice mail and respond within same day or next business				

Tab 3 - Duties

Divide the areas of responsibilities into natural divisions in increments of 5 percent and totaling 100 percent. It is best to list the largest areas of effort first and to descend to a minimum of 5 percent of time expenditure. Be specific and thorough to ensure accuracy in classification and compensation.

Available Funding Source	Personal and Organizational Data	Duties	General Information	How This Job Has Changed	Position Information	Request for Position Classification / Pay Grade Review	Action History
<div style="display: flex; justify-content: space-between;"> <span>&lt;&lt; RETURN TO PREVIOUS</span> <span>CONTINUE TO NEXT PAGE &gt;&gt;</span> </div> <p>Persons initiating the action need to complete this section to the best of their abilities.</p> <p>All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.</p> <p><small>*Required information is denoted with an asterisk.</small></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>If the position has responsibility for personnel selection, performance appraisal, and disciplinary action, please list the subordinates' names and titles:  <small>If Not Applicable, please enter "N/A".</small></p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Does this position direct the work (e.g. train, assign or review work) of employees it does not formally supervise?</p> <div style="display: flex; justify-content: space-between;"> <span>No</span> <span>▼</span> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>If yes, please list the employees'</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> </div>							

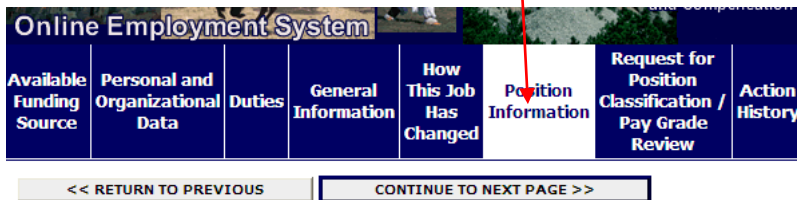
**Tab 4 - General Information**

Edit as necessary. To ensure accuracy in classification and compensation, please be thorough.

Available Funding Source	Personal and Organizational Data	Duties	General Information	How This Job Has Changed	Position Information	Request for Position Classification / Pay Grade Review	Action History
<div style="display: flex; justify-content: space-between;"> <span>&lt;&lt; RETURN TO PREVIOUS</span> <span>CONTINUE TO NEXT PAGE &gt;&gt;</span> </div> <p><small>*Required information is denoted with an asterisk.</small></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Has this job changed?</p> <div style="display: flex; justify-content: space-between;"> <span>Yes</span> <span>▼</span> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Describe how this job has changed (e.g. new or changed duties, increased responsibilities, etc.). Please note approximately when the change occurred.  <small>If no, please enter "N/A".</small></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Briefly explain why the changes were made (e.g. improve operations, new federal requirements, statutory changes, etc.).  <small>If no, please enter "N/A".</small></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Are these temporary changes?</p> <div style="display: flex; justify-content: space-between;"> <span>No</span> <span>▼</span> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>If yes, how long will this position be performing these duties?  <small>If no, please enter "N/A".</small></p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> </div>							

**Tab 5 - How This Job Has Changed**

Edit as necessary. To ensure accuracy in classification and compensation, please be thorough in providing information regarding this position's responsibilities.



Online Employment System							
Available Funding Source	Personal and Organizational Data	Duties	General Information	How This Job Has Changed	Position Information	Request for Position Classification / Pay Grade Review	Action History
<< RETURN TO PREVIOUS		CONTINUE TO NEXT PAGE >>					

### Tab 6 - Position Information

Edit as necessary. To ensure accuracy in classification and compensation, please be thorough in providing information regarding this position's responsibilities.

Persons initiating the action need to complete this section to the best of their abilities.

All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.

\*Required information is denoted with an asterisk.

Please indicate any additions or exceptions:	<div></div>
What are the most important or critical duties of this position? Please explain:	To accurately communicate information regarding the various aid programs available at the School of Mines and to provide accurate referrals to other offices on campus as necessary.
What are the most difficult or complex	This is a very detail oriented position. It is critical that information associated with the duties of this position be



Online Employment System																	
Available Funding Source	Personal and Organizational Data	Duties	General Information	How This Job Has Changed	Position Information	Request for Position Classification / Pay Grade Review	Action History										
<a href="#">&lt;&lt; RETURN TO PREVIOUS</a>		<a href="#">CONTINUE TO NEXT PAGE &gt;&gt;</a>															
<p>This section is directly related to obtaining information on the position.</p> <p><small>*Required information is denoted with an asterisk.</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">           Justification for Position  <a href="#">Instructions</a> </td> <td style="padding: 5px;"> <input style="width: 95%;" type="text"/> </td> </tr> <tr> <td style="padding: 5px;">           Requested class or pay grade:         </td> <td style="padding: 5px;"> <input style="width: 95%;" type="text" value="30910"/> </td> </tr> <tr> <td style="padding: 5px;">           Reasons for the request:         </td> <td style="padding: 5px;"> <input style="width: 95%;" type="text"/> </td> </tr> <tr> <td style="padding: 5px;">           Do you feel that the position should be reclassified (or exempt pay grade changed)?         </td> <td style="padding: 5px;"> <input type="text" value="No"/> </td> </tr> <tr> <td style="padding: 5px;">           Please explain:         </td> <td style="padding: 5px;"> <input style="width: 95%;" type="text"/> </td> </tr> </table>								Justification for Position <a href="#">Instructions</a>	<input style="width: 95%;" type="text"/>	Requested class or pay grade:	<input style="width: 95%;" type="text" value="30910"/>	Reasons for the request:	<input style="width: 95%;" type="text"/>	Do you feel that the position should be reclassified (or exempt pay grade changed)?	<input type="text" value="No"/>	Please explain:	<input style="width: 95%;" type="text"/>
Justification for Position <a href="#">Instructions</a>	<input style="width: 95%;" type="text"/>																
Requested class or pay grade:	<input style="width: 95%;" type="text" value="30910"/>																
Reasons for the request:	<input style="width: 95%;" type="text"/>																
Do you feel that the position should be reclassified (or exempt pay grade changed)?	<input type="text" value="No"/>																
Please explain:	<input style="width: 95%;" type="text"/>																

**Tab 7 - Request for Position Classification/Pay Grade Review**

Edit as necessary. To ensure accuracy in classification and compensation, please be thorough in providing information regarding this position's responsibilities.

**Tab 8 - Action History**

All actions taken on this position description are listed in the data sequence in which they occur.

If you want to add a note or comment you may do so simply by entering the text into the “Notes” box and clicking on “ADD NOTES” to save the entry.

### CSA Institutional Update/Review a Position Approvals

#### *CSA Institutional Update/Review a Position Approval— Dean/Department Head*

Insufficient or incorrect information can cause delays, return of the requisition, denial, and so on.

If you are in an academic department and are not the department head/chair, be sure to communicate your need for this position so that the department head/chair will be expecting your request.

Otherwise, the request may be returned or denied.

Non-academic departments will submit this recruitment request to Budget.

If you are unable to complete this process, be sure to “Save Action without Submitting” so you can return later to finish processing the request.

If you ARE the department head/chair, you will submit this recruitment request to Budget.

If you are NOT the department head/chair, you will submit this requisition to the Dean/Department Head, or if non-academic, you will submit to Budget.



*CSA Institutional Update/Review a Position Approval—Budget*

The role of Budget is to confirm you have sufficient funding to support this request. In addition, prior to moving the request forward, Budget obtains final approval from both the provost and vice president for academic affairs and the vice president for business and administration.

The request is then forwarded by Budget to the Administrator.

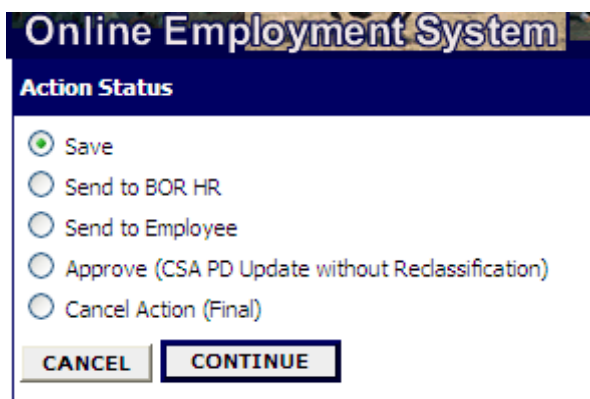


*CSA Institutional Update/Review a Position Approval—Administrator*

The Administrator (responsible vice president) will review and approve.

The position description is then submitted to Institutional HR for review.

**NOTE:** Prior to any formal Online Employment System processing, the Hiring Manager and/or the department head/chair should have discussed this departmental need with the responsible vice president. In the absence of this discussion, the Administrator may return or deny the request.



*CSA Institutional Update/Review a Position Approval—Institutional HR*

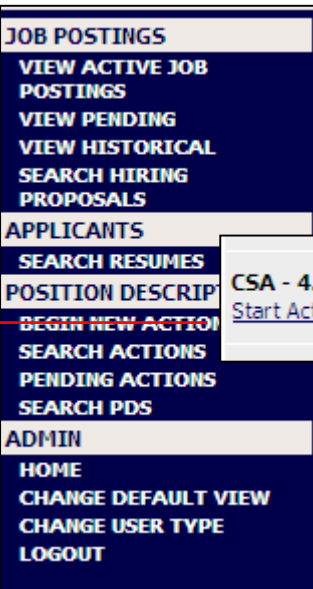
Institutional HR reviews the position description for thoroughness and confirms or updates the classification. If the position has changed significantly, HR will complete a desk audit to verify new duties. If the new duties require a change in classification, the request must then be submitted to the Board of Regents' human resources director for approval.

Once the position description is complete and approved by all, Institutional HR and/or BOR HR will approve.

This completes the position description. If it is desirable to recruit for this position, the Hiring Manager may begin this immediately, or the position will be stored until such time as the Hiring Manager wishes to pursue recruitment.



## Civil Service Act (CSA)—Recruitment



Select “CSA—4. Recruit an Existing Position.”  
Select “Start Action.”  
Select “Search.”

CSA - 4. Recruit an Existing Position  
[Start Action](#)

**CSA - 4. Recruit an Existing Position**

Search CSA PDs to Begin Action On

Position Number:	<input type="text"/>	Employee ID Number:	<input type="text"/>
Employee First Name:	<input type="text"/>	Position Classification Title:	Any <input type="button" value="v"/>
Employee Last Name:	<input type="text"/>	Working Title:	<input type="text"/>

### CSA. 4. Recruit an Existing Position

Search CSA positions by the position number, department, or other information, and select “Start Action” when the position is found.

This will pull in the actual position description that you wish to recruit.

**NOTE:** Keep in mind the position description should have been updated prior to this stage.



**Online Employment System**

<b>Requisition Form</b>	<b>Available Funding Source</b>	<b>Personal and Organizational Data</b>	<b>Duties</b>	<b>General Information</b>	<b>Position Information</b>	<b>Action History</b>
-------------------------	---------------------------------	---	---------------	----------------------------	-----------------------------	-----------------------

[CONTINUE TO NEXT PAGE >>](#)

This document is required for collecting job-specific information. This information is important as it will allow the Human Resources departments to accurately develop job descriptions, evaluate the job based on job responsibilities, and accurately compare jobs to the market place.

Persons initiating the action need to complete this section to the best of their abilities; all final decision will be made by the Human Resources Department.

All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.

**Note:** Information listed in **purple** will be visible to applicants if a Job Posting is created from this Position Description.

\*Required information is denoted with an asterisk.

Working Title: <a href="#">Instructions</a>	Financial Aid Assistant
* Home Location: <a href="#">Instructions</a>	South Dakota School of Mines and Technology
Physical Location of Position (City): <a href="#">Instructions</a>	Rapid City
* Organization: <a href="#">Instructions</a>	4FINA1-Financial Aid
Text for the Ad: <a href="#">Instructions</a>	Lisa will create the text and forward it to me for final approval before posting.

Tab 1 - Requisition Form

Be specific and provide complete and relevant details for all data fields. Incomplete or inadequate information may cause delays in processing and in gaining the necessary approvals. \*Required information is denoted with an asterisk and you will not be able to progress to the next tab without entering something into this type of field.

**NOTE:** CSA position announcements are standardized and HR creates them by utilizing information from the position description and the state classification specifications. Therefore, the Hiring Manager simply should insert text indicating this under the "Text for the Ad." If there is something specific you wish to include, be sure to insert it here.

**Online Employment System**

<b>Requisition Form</b>	<b>Available Funding Source</b>	<b>Personal and Organizational Data</b>	<b>Duties</b>	<b>General Information</b>	<b>Position Information</b>	<b>Action History</b>
-------------------------	---------------------------------	---	---------------	----------------------------	-----------------------------	-----------------------

This section is for Hiring Managers and Budget. Hiring Managers complete the funding information to identify funding source information. Explanatory details may be inserted into the 'Hiring Manager Comments' text box. Please add separate entries for each funding source. Please check with the Budget Department if you have any questions.

Upon receipt of this funding plan, the Budget Department will make a determination to approve the funding source 'as is' or will request a modification to the funding source to better align the compensatory decision with available funds. Budget may directly edit the proposed funding information within this section. If budget makes any changes to the Hiring Manager's proposed funding information, these changes **must be fully explained by Budget** in the 'Budget Comments' text box. In addition, further explanatory details or a summary of any discussions with the Hiring Manager may be entered by Budget into the 'Budget Comments' text box.

For clarification of each field please refer to the 'Instructions' links located under the field titles.

**Existing Entries**

1 Record

Fund	Organization:	Account:	Program:	Activity:	Available Dollars:	Percent:
<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>						100

[ADD NEW ENTRY](#)

Tab 2 - Available Funding Source

The information that is contained within the position description automatically pulls into this area. However, the information may be edited. If you need assistance please contact the Budget Office at 394-1207.

If more than one account will be used to fund this position, you will need to use multiple "add entry" screens in order to include all of the funding sources. Remember, only one entry per funding source. To avoid delays, be sure that your compensation equals 100 percent of the funding.

South Dakota Board of Regents Employment Opportunities - Windows Internet Explorer

https://hr.sdsu.edu/onlineemployment/...  
 South Dakota Board of Regents

Online Employment System

Navigation Bar: Requisition Form, Available Funding Source, **Personal and Organizational Data**, Duties, General Information, Position Information, Action History

Buttons: << RETURN TO PREVIOUS, CONTINUE TO NEXT PAGE >>

Persons initiating the action need to complete this section to the best of their abilities.

All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.

Note: Information listed in purple will be visible to applicants if a Job Posting is created from this Position Description.

\*Required information is denoted with an asterisk.

Position Number:	ME9971
Employee First Name:	(vacant)
Employee Last Name:	(vacant)
Employee ID Number:	(vacant)
Employee's User Account:	(vacant)
Type of Position:	CSA
Position Classification Title:	Financial Aid Assistant
Employee / Supervisor Proposed Working Title:	(vacant)
Organization (Department) Address:	Financial Aid, OH 216, 501 E Saint Joseph St
City, State, Zip:	Rapid City, SD 57701
Department Phone Number:	605-394-2274
Internal Review:	

Tab 3 - Personal and Organizational Data

This information pulls in from the position description and cannot be edited. This is why the position description needs to be reviewed and updated prior to recruitment.

Online Employment System

Navigation Bar: Requisition Form, Available Funding Source, Personal and Organizational Data, **Duties**, General Information, Position Information, Action History

This tab lists the duties assigned to this position and the estimated percentage of time given to each duty.

Existing Entries

4 Records

Percent of Time:	Major Area of Responsibility:	Specific Tasks Within Area of Responsibility:	Problems or Challenges:	Decisions Made:	Decisions This Position Refers to its Supervisor:	Physical Requirements or Hazardous Conditions:

Tab 4 - Duties

This information pulls in from the position description and cannot be edited from this action.

Online Employment System

Navigation Bar: Requisition Form, Available Funding Source, Personal and Organizational Data, Duties, **General Information**, Position Information, Action History

Buttons: << RETURN TO PREVIOUS, CONTINUE TO NEXT PAGE >>

Persons initiating the action need to complete this section to the best of their abilities.

All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.

\*Required information is denoted with an asterisk.

If the position has responsibility for personnel selection, performance appraisal, and disciplinary action, please list the subordinates' names and titles: If Not Applicable, please enter "N/A".	N/A
---	-----

Tab 5 - General Information

This information pulls in from the position description and cannot be edited from this action.

**Online Employment System**

Requisition Form | Available Funding Source | Personal and Organizational Data | Duties | General Information | **Position Information** | Action History

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

Persons initiating the action need to complete this section to the best of their abilities.

All other departments, please review and edit as applicable; please notify all previous levels of departments personally of any changes made. If you have concerns you are not able to edit yourself, please address your concerns in the Add Notes feature in the "Action History" tab and return the request to the appropriate department in the "View Action Summary" screen.

\*Required information is denoted with an asterisk.

What are the most important or critical duties of this position? Please explain:

To accurately communicate information regarding the various aid programs available at the School of Mines and to provide accurate referrals to other offices on campus as necessary.

This is a very detail oriented position. It is critical that

**Tab 6 - Position Information**

This information pulls in from the position description and cannot be edited from this action.

**Online Employment System**

Requisition Form | Available Funding Source | Personal and Organizational Data | Duties | General Information | Position Information | **Action History**

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

This page lists the history of the action. You can see at what date and time the status of the position description was changed, as well as by whom. All times are in Central Time.

Once you enter a note and save it (by clicking **Add Notes**, then confirming), that note will be permanently added to this action, even if you cancel out of the posting without saving.

Please be specific when addressing other departments with concerns in need of correction.

History	Modified By
08-04-2010 2:47 PM	Deborah Sloat
Create Action Status: Recruit CSA/NFE	

**Add Notes**

Notes:

ADD NOTES

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

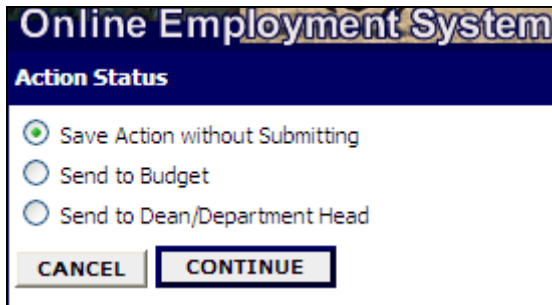
**Tab 7 - Action History**

All actions taken on this recruitment, approvals obtained, and so on, are listed in the data sequence in which they occur.

If you want to add a note or comment you may do so simply by entering the text into the "Notes" box and clicking on "ADD NOTES" to save the entry.

## CSA Recruitment Approval Processing

### *CSA Recruitment Approval - Dean/Department Head*



The screenshot shows the 'Online Employment System' interface. Under the 'Action Status' header, there are three radio button options: 'Save Action without Submitting' (which is selected), 'Send to Budget', and 'Send to Dean/Department Head'. At the bottom, there are two buttons: 'CANCEL' and 'CONTINUE'.

Insufficient and/or incorrect information can cause delays, return of the requisition, denial, and so on.

If you are in an academic department and are not the department head/chair, be sure to communicate your need for this position so that the department head/chair will be expecting your request.


Otherwise, the request may be returned or denied.

Non-academic departments will submit this recruitment request to Budget.

If you are unable to complete this process, be sure to “Save Action without Submitting” so you can return later to finish processing the request.

If you are ARE the department head/chair, you will submit this recruitment request to Budget.

If you are NOT the department head/chair, you will submit this requisition to the Dean/Department Head, or if non-academic, you will submit to Budget.



The screenshot shows the 'Online Employment System' interface. Under the 'Action Status' header, there are three radio button options: 'Save' (which is selected), 'Return to Hiring Manager', and 'Send to Administrator'. At the bottom, there are two buttons: 'CANCEL' and 'CONTINUE'.

### *CSA Recruitment Approval - Budget*

The role of Budget is to confirm you have sufficient funding to support this request. In addition, prior to moving the request forward, Budget obtains final approval from both the provost and vice president for academic affairs and the vice president for business and administration.

The request is then forwarded by Budget to the Administrator.



The screenshot shows the 'Online Employment System' interface. Under the 'Action Status' header, there are three radio button options: 'Save' (which is selected), 'Return to Hiring Manager', and 'Send to Inst HR'. At the bottom, there are two buttons: 'CANCEL' and 'CONTINUE'.

### *CSA Recruitment Approval - Administrator*

The Administrator (responsible vice president) will review and approve.

The position description is then submitted to Institutional HR for review.

**NOTE:** Prior to any formal Online Employment System processing, the Hiring Manager and/or the department head/chair should have discussed this departmental need with the responsible vice president. . In the absence of this discussion, the Administrator may return or deny the request.

### *CSA Recruitment Approval - Institutional HR*

Institutional HR reviews the recruitment request. Unless information is missing or unclear, the request may be returned or submitted to Administrator for final review, HR will approve.

HR will prepare the “posting” from this information and the state classification specifications. Once the Hiring Manager has approved the posting announcement, the posting is officially posted.

## CSA Recruitment - Strategies to Consider/Plan

The Hiring Manager needs to formulate recruitment strategies. These strategies include, but certainly are not limited to the following:

- Knowledge, skills, and abilities deemed necessary for success within the position
- Timeline, posting the position, reviewing the applications, interviewing, final recommendation of committee, and so on
- CSA positions must be posted a minimum of 7 days prior to review
- The Hiring Manager must make the appointment within 60 days from the review date
- Use of screening questions within the Online Employment System (i.e., do you have a doctorate in *blank* discipline? What area(s) of research are you interested in?).
- Open until filled or fixed end date
- Date to begin review
- Strategies for searching for the most qualified candidates (i.e., committee members phoning and/or e-mailing colleagues, inviting applications from colleagues or associates, etc.)
- Advertising locations and requirements: local, regional or national advertising within professional journals, newspapers, websites, and so on (Institutional HR automatically posts all positions on the Online Employment System, with SD Career Center (Job Service), HigherEdJobs.com, and the School of Mines’ Career Center (The Gold Mine). All other advertising costs must be paid by the position’s department)
- Methodology for processing applications (i.e., scoring assigned for each requirement, qualified vs. non-qualified sorting, etc.)
- Interviewing: telephone, in-person, or a combination)
- Who the on-campus interviewees need to meet with while on campus
- The formation of questions that will elicit qualifications, experience and general aptitude of applicants
- Filing or storage of documentation of committee members
- Administrative tasks for the committee (i.e., scheduling interviews, making travel arrangements, etc.)
- Funds for moving expenses; does the position qualify for moving expense reimbursement?  
 Rarely do CSA positions qualify for this benefit. Check with HR for specific eligibility criteria.

## CSA Recruitment - Posting the Position

In addition, Institutional HR partners with the Hiring Manager to prepare and post the announcement from the requisition information’s “Text for the Ad.” A MS Word document is used for this purpose and the Institutional HR will provide the Hiring Manager a “tracking” document for review and approval.



Once Institutional HR receives approval, the position will be considered “officially posted.” The responsible Institutional HR employee will notify the Hiring Manager, as well as the entire campus community of this new vacancy posting via e-mail.

If advertising is needed for CSA positions, Institutional HR will assist.

## CSA Recruitment - Review of Applications

The position posting review date triggers the ability for the Hiring Manager and/or committee members to access the electronic applications. In order to maintain eligibility of the most highly-qualified applicants, it is essential that the processing be conducted in an expeditious manner. Delays exacerbate the potential of losing highly-qualified applicants to other employers. In addition, CSA rules state that the appointment must be made within 60 days from the posting date.

Predetermined selection criteria and processing must be equally applied to screen applications and determine the most qualified candidates. From this screening process it will be possible to determine which applicants should progress to the next stage of screening.

## Maintenance of Application Roster

The Hiring needs to record the search progress within the Online Employment System. This includes marking the applicants who are recommended for interview, interviewed, not qualified, and so on. Keep in mind that if the applicant is marked as “not qualified-send e-mail now” they will immediately receive an e-mail indicating that they are no longer being considered for the position. Unless you want this to occur, mark instead “not qualified-send e-mail when filled.” All applicant correspondence to “non-qualified” applicants is delivered via the automated system, so no manually created correspondence is necessary.

## CSA Recruitment - Special Handling

Applicants who are eligible for special handling must receive an interview if they meet the minimum qualifications for the position. To understand special handling, look at the screen print below. Of the three applicants, the only applicant deemed eligible for special handling is Susan Jones. For special handling to occur there must be a “yes” under “Pref1,” “Pref2,” or “Pref3” and “special handling” must also be indicated under “Status.”

For example, Jane Doe and Larry Smith are not eligible. They both have a “yes” under “Pref3;” however, their “Status” column indicates “under review,” and NOT “special handling.”

“Pref1,” “Pref2,” and “Pref3” are self-requests for preferences for disability, veteran’s preference and re-employment rights. Applicants may respond “yes” to any three of these preferences, but are not always eligible to receive the preference. Unless the “yes” is accompanied by a “special handling” status, it is either being reviewed for eligibility or their request was denied.

Look at Jane Doe and Larry Smith below. Although they have requested “Pref3” neither were deemed eligible at this time or their request need to be reviewed by Institutional HR. These circumstances warrant a phone call to Institutional HR for review.

Again, applicants with “yes” under “Pref1,” “Pref2,” or “Pref3” AND “special handling” under “Status” receive special handling.

## Active Applicants

45 Records

▼ Name	Documents	▲ Score	▲ Date Applied	▼ Current BOR Employee?	▼ Pref1?	▼ Pref2?	▼ Pref3?	▼ Status	<a href="#">All / None</a>
Doe, Jane			7/1/10				YES	Under Review	
Smith, Larry			6/25/10				YES	Under Review by HM	
Jones, Susan			6/30/10				YES	Special Handling	

## CSA Recruitment - Current BOR Employee?

Online Employment System							
Applicants	Posting Details	Documents	Posting Specific Questions	Points	Guest User	Hiring Proposal(s) for Posting	HR/HM Notes

**Important notes for Hiring Managers and the Search Committee:** If any applicants are currently employed by the South Dakota Regental System, **you must personally contact them if they are not selected for this position.** Please refer to the 'Current BOR Employee' column below for any applicants that must be contacted.

Additionally, all applicants with a 'Yes' in any of the 'Pref' columns below or identified by 'Special Handling' may have a preference and may be eligible for an interview if the applicant meets the minimum qualifications, and therefore, you should contact your local human resources officers.

## Active Applicants

2 Records

▼ Name	Documents	▲ Score	▲ Date Applied	▼ Current BOR Employee?	▼ Pref1?	▼ Pref2?	▼ Pref3?	▼ Status	<a href="#">All / None</a>
Bee, Glory <a href="#">View NFE/Faculty Application</a>	<a href="#">Ref</a> <a href="#">CV</a> <a href="#">Other</a> <a href="#">Cvr Ltr</a>	0	08-12-2010 <a href="#">History/Notes</a>	No			Yes	Under Review by Manager/Committee <a href="#">Change Status</a>	<input type="checkbox"/>
Horner, Jack <a href="#">View NFE/Faculty Application</a>	<a href="#">Ref</a> <a href="#">CV</a> <a href="#">Cvr Ltr</a>	0	08-12-2010 <a href="#">History/Notes</a>	Yes			No Response	Under Review by Manager/Committee <a href="#">Change Status</a>	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

In addition to special handling, we also have been mandated to provide special consideration for applicants who are currently employed within the South Dakota Board of Regents system. As you can see above, Jack Horner has stated “yes” that he is a current BOR employee.

If Jack is not the selected candidate, once the search is completed and the position is filled, a personalized notification needs to be delivered to Jack immediately. It is strongly recommended that this be in the form of a phone call. This special consideration is basically to inform any current BOR employees via personalized notification prior to them receiving the automated e-mail.



## CSA Recruitment - Interviews

The Hiring Manager and/or the search-and-screen committee predetermine the recruitment strategies regarding interviewing prior to posting the position. These strategies may include telephone interviews, DDN or Web conferencing interviews, face-to-face interviews, or a combination of methodologies.

It is strongly recommended that standardized questions be developed to consistently learn about each applicant's skills, knowledge, and abilities in order to determine who is the most qualified for the position. Be sure to review processing for special handling referred to directly above.

### Telephone Interviews

Telephone interviews are frequently used to screen applicants. Due to scheduling difficulties, this may require that an audio or video record be made of one or more of the interviews. In these circumstances, care and caution need to be exercised to ensure that the applicant is asked for his or her permission prior to recording the interview and again during the actual audio recording. The recording must be shared with any interviewers who were unable to attend the live session and stored within the official search file. Retention rules will apply.

It is very common to utilize this method for screening applicants when the position requires telephone answering. I

### Face-to-Face Interviews

Final applicants, normally three to five per position, are brought to the campus for on-campus interviews. In order to minimize unnecessary costs references should already have been checked prior to scheduling these visits. It is also important that the Hiring Manager and/or the chair of the search-and-screen committee schedule appropriate visits with any on-campus employees needing to meet and/or interview each applicant (i.e., the president, vice presidents, HR, etc.).

Interviewers participating in on-campus interviews need to be cognizant of their behavior and the need to conduct legal and appropriate interviews—in both formal and informal settings.

Filling CSA positions rarely involves university-paid travel for interviewing purposes. If this issue arises, the Hiring Manager, HR, and the responsible vice president need to discuss and determine whether to allow this expense for the vacancy.

### Technological Alternatives

In utilizing alternative means of interviewing, it is important to ensure that the equipment, participation, audio, and so on provide an equal opportunity to each applicant.

## CSA Recruitment - Reference Checking

Reference checks must be completed on the finalist(s) for all positions. The refusal of an applicant to permit such checks may be considered as a factor in the hiring decision.

Best practices warrant that reference checking be completed prior to finalizing the final list of applicants to bring to campus for face-to-face interviews. CSA positions require specific forms for this purpose. The essential part of reference checking is to obtain job-related information that provides a better indication of the applicant's knowledge, skills, and abilities in relation to being successful within the position.

Any written documentation associated with this process must be retained in the search file. The Online Employment System is an excellent location to insert this data for tracking purposes. If there is hard-copy documentation, it needs to be retained for three years and then destroyed.

## CSA Recruitment - Hiring Proposal

The hiring proposal needs to be completed and permission gained within the Hiring Manager's hierarchy prior to beginning any verbal negotiations. Make sure that the applicant's information that pulls into the hiring proposal is up-to-date and accurate (i.e., address), as this information will be used to develop the confirmation letter.

### Hiring Authority

Once the selection processing has been completed by the hiring authority and he or she has discussed the decision to hire with the vice president, the hiring authority will complete a "recommend for hire" (hiring proposal) within the Online Employment System. Institutional HR will work with the Hiring Manager to determine the starting hourly rate/salary based on the education and experience of the applicant.

## CSA Recruitment - Verbal Negotiation of Employment

The recommend for hire/hiring proposal requires hierarchical approval. Once these approvals are received, the application status is changed to "offer can be made." The provost and/or vice president will contact the person chosen for the position and conduct a verbal negotiation. If permission is granted to someone other than the provost and/or vice president to conduct verbal negotiations, it is imperative that all information be closely communicated and monitored since this action is the responsibility of the provost and/or vice president.

The verbal negotiation is NOT an offer of employment—it is a negotiation of what the individual would find acceptable if he or she were officially offered the position. It is very important that the "negotiator" make it very clear to the applicant that they are not able to offer employment; however, they are acting as an agent of the university to find out what the applicant would accept if officially offered employment.

Once the verbal negotiator reaches agreement with the applicant, the negotiations are complete. The applicant must be informed that this negotiation is contingent on the university's verification of credentials and other information required by law and/or university policies, including, but not limited to, a criminal background check.

The hiring process is then suspended at "conditional offer accepted" until the background check processing is completed.

## CSA Recruitment - Background Checking

All offers of employment at the School of Mines are contingent upon verification of credentials and completion of a background check. Background checks may include social security validation, prior employment verification, criminal and sexual offender registry, educational verification, and motor vehicle and/or credit history.

The background check will be processed through HireRight, a third party vendor contracted to work within the Online Employment System. The director of human resources and/or designated HR staff member will review all results of the check. If the background check reveals convictions or information that was not accurately disclosed, the director of HR and/or designated HR staff member will meet with the responsible vice president for the position to discuss potential risks and liabilities related to the job's requirements.

The HR Office is responsible for all Fair Credit Reporting Act requirements, notices and processing. If an applicant's conditional offer of employment is denied based on the results of the background check, proper notifications and processing will be strictly adhered to.

Background check information will be maintained in a file separate from an employee's personnel file.

### CSA Recruitment - Official Offer

The hiring proposal contains all of the agreed upon terms and conditions for employment as well as the selected applicants mailing address, start date, salary, and so on. All offers of employment are contingent upon final approval from the Board of Regents.

#### Confirmation Offer Letter

Once Institutional HR receives the completed Selection Document form, the signed CSA Reference Release, the CSA-Reference Check form and any hardcopy material from the search, the confirmation letter is written. This letter is created to confirm the verbal negotiations that occurred and to formalize agreed upon terms and conditions of employment. CSA confirmation of employment letters are created in the HR Office. This letter accompanies the Intellectual Property (IP) agreement, Conflict of Interest form, and so on, as relevant.

### CSA Recruitment - Final Application Roster Processing

Once the employment-offer package has been mailed to the selected candidate, the Hiring Manager is directed to perform the final processing within the Online Employment System. This consists of adding any required notes, finalizing all applicant status updates or changes, and so on. Institutional HR then enters the Online Employment System and changes the final status to filled. This will close the position from public view and initiate final e-mail correspondence to the applicants to thank them for their interest in the position and to inform them that the position has been filled.

