

UIC POLICIES AND PROCEDURES

		NUMBER 201-02
MANUAL Human Resources	SECTION Employment	PAGE 1 of 3
SUBJECT Selection of Applicants, Department Interviews, Job Offer and Hire Forms		EFFECTIVE 04/01/1997
		REVISED 06/25/2007
ISSUED BY Vice Chancellor for Human Resources	APPROVED BY Chancellor	

PURPOSE

To establish the responsibility and authority at UIC for the hiring and selection of support staff and to ensure conformance with Civil Service Statutes and University policy.

SOURCES AND BACKGROUND

State Universities Civil Service System Statute and Rules
University of Illinois Policy and Rules for Civil Service Staff

APPLICABILITY

All supervisors and department heads

POLICY

Selection of Applicants / Department Interviews - Job Descriptions must be prepared by hiring departments for all permanent support staff positions in order to assign a classification to the position. The assigned classification determines the minimal qualifications required of applicants for positions, based on a **DART** Employee Requisition and Job Description that Departments submit to the Human Resources Department Compensation Section. A Compensation Officer determines the classification of positions.

The hiring official authorizes a "freeze" date for the Civil Service Register of candidates for the classification and must interview the three top scoring candidates on the appropriate Civil Service Examination as of the freeze date. Applicants tested after the freeze date are ineligible to compete for the vacancy regardless of their scores. The only exception is if less than three (3) interested candidates are available to interview.

Placement on the Civil Service Register for a classification is determined by a candidate's score on the Civil Service examination. In the case of tied scores, all candidates at a given score will be contacted. The hiring official must interview all eligible, interested candidates and make the hiring decision from this group. In the case of tied scores, the hiring official must interview all interested candidates regardless of the number. If, after interviewing, three or more candidates remain interested in the vacant position, the hiring official must select from this group or cancel the Employee Requisition. If less than three candidates are interested in the vacancy, the hiring official may choose from the interested candidates or arrange for additional candidates to be contacted and interviewed.

The hiring official informs a Human Resources Employment Officer of the hiring decision and authorizes a job offer. If the hiring official wishes to pay the prospective employee a salary above the minimum established rate, a request must be made in writing to the Employment Officer, who will review and approve such requests, if warranted. Such requests are evaluated on the basis of additional work experience in excess of the established minimum qualifications as well as additional education, specialized or unique skills, and knowledge. If none of the candidates are selected, the hiring official **may** authorize the Employment Officer to cancel the Employee Requisition. The Employee Requisition may be re-submitted at a later date, if the hiring official chooses to do so.

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Job Offer / Hire Forms - The Human Resources Employment Section is responsible for extending the job offers to selected candidates, establishing starting dates, and for ensuring that the new employee completes the required federal, state, and University documents. Such documents include:

1. Federal Employment Eligibility Verification (I-9);
2. State and Federal Tax Withholding Forms;
3. State Universities Retirement System Beneficiary Designation;
4. State Educational Loan Default Statement;
5. University Personal Data Form;
6. University Payroll Services Employee Information Form;
7. University Payroll Services Direct Deposit Authorization;
8. University State Prior Service Form; and
9. University Statement of a Drug-Free Workplace;
10. Background check release form
11. Conditional Hire form
12. Ethics Training

All of the above documents must be filled out completely and truthfully in order to complete the hiring process. Failure to provide necessary documentation for the Federal Employment Eligibility Verification (I-9) will delay appointment, if the documentation is not provided within three (3) days; the appointment (offer of employment) will be cancelled.

The hiring official prepares the Personnel Information Transmittal Report (PITR) with information taken from Employee Referral Form and Application for Employment supplied by a Human Resource Employment Officer. The PITR constitutes the final step in entering the newly hired employee into the University's BANNER payroll system. The PITR must be approved by the hiring official, a representative of the administrative unit (normally a college or vice chancellor's office) and forwarded to the Human Resources Employment Officer. A Human Resource Employment Officer is responsible for ensuring all hire forms and documents are completed and forwarded to a Human Resource Records Officer for direct entry into the University's BANNER payroll system.

PROCEDURES

RESPONSIBILITY

1. Hiring Official
2. Human Resources Compensation
3. Human Resources Employment

ACTION

Submits DART Employee Requisition and Job Description to Human Resources Compensation Section.

Assigns a classification to the position and forwards DART Requisition and Job Description to Human Resources Employment.

Contacts hiring department to obtain additional information or special conditions that pertain to the vacancy. Requests authorization to assign a register "freeze" date. Obtains certified, eligible candidates from the Register and coordinates an interview schedule with the hiring official.

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| <p>4. Hiring Official</p> <p>5. Human Resources Employment</p> <p>6. Hiring Department</p> <p>7. Human Resources Employment</p> <p>8. Human Resources Records</p> <p>9. Hiring Official</p> | <p>Interviews all eligible, interested candidates on the Register, makes a decision, informs Human Resources Employment, and authorizes a job offer, or cancels the Employee Requisition.</p> <p>Extends or confirms job offer to the selected candidate, establish a starting date.</p> <p>Ensures that new hire paperwork is completed in NESSIE and submits a PITR to Human Resources Employment. Provides orientation of employee on department policies, procedures, and work assignments. Ensures that the employee attends new employee orientation. Evaluates new employee's performance during the probationary period.</p> <p>Confirms completion of required paperwork and forwards paper documents to Human Resources Records. Reviews PITR and enters appropriate data into Banner.</p> <p>Enters data into the payroll system and establishes an employee record file. Distributes to the hiring official the final probationary evaluation from at least 30 days before the end of the new employee's probationary period.</p> <p>Makes a final decision on whether to hire the employee on a permanent basis or to dismiss the employee before the end of the probationary period</p> |
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