

# Introduction to the Hiring Process

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## Position Request Form

For Hiring **Regular** Faculty (Tenure Track) and **Regular & Temporary** Supportive Professional Staff (SPS) Positions

The very first step to **creating a new position** or **refilling/hiring a "Regular"** (vs temporary) **Faculty person** into a vacant or new position is to complete a Position Request Form (PRF). A PRF is used for **Creating New, Refilling, and Reappointments of ALL Regular SPS & Faculty and ALL Temporary SPS positions.** Not normally done for reappointments of temporary faculty.

Note: If brand new SPS position - Principle Administrative Position Exemption Request (PAPER) form must accompany the PRF. A job description must also accompany the PAPER form.

For refilling or creating a new Regular faculty position the Dean's questions as well as the Provost's **MUST** be answered and forwarded with the request. Chairs normally produce the answers to the Dean's and Provost's questions (in section 3), along with the PRF and ad copy.

For Creating a New SPS position. A PAPER form must accompany the PRF. In addition to the PAPER. form, a job description must accompany the request.

An ad copy or Waiver of Search Form (if no search is being requested) must also accompany the request. If a waiver of search is being requested, justification and a Personnel Action Form (PAF) for the person to be hired, (as well as 2 letters of recommendation and vita for that person) must be attached.

## Routing for Regular Faculty/SPS:

Department Chair  
Dean's Office  
Provost's Office  
HRS

## Routing for Temp Fac/SPS

Department Chair  
Dean's Office  
HRS

Depending upon cost center, it may be necessary to get signatures from the Business Manager of the College, Graduate School, Grants Fiscal, or some other entity.

## Position Request Form -

### **What is a Position Request Form (PRF) and How is it Different from a Personnel Action Form (PAF)**

The PRF has everything to do with the POSITION, the PAF has everything to do with the PERSON.

### **When is the PRF required?**

**\*New Hires (Faculty, Affiliates, & SPS)**

**\*To CREATE a New Faculty/SPS (temp or regular) Position**

Remember... if new temporary SPS position a PAPER form and job description must accompany the PRF.

**\*Reappointment of Temporary SPS employees**

\*Whenever there are PERMANENT changes in any positions  
(including temporary faculty positions):

Change in Title  
Department Change  
FTE Change  
Location Change  
Cost Center Change

Contract Date Change(s)  
Status Change  
Staff Year Change

\*All cost center changes must be done on a PRF.

**Where do I get form(s)?**

HRS' Web Site.

### **Affirmative Action and Diversity Resources (AADR)**

AFTER the PRF has been submitted and approved by the powers that be, the Affirmative Action office will contact the department regarding the ad copy. The department collects all paperwork from applicants (date stamping and keeping the envelopes of each that arrives) and after the given committee looks over the materials and makes their decisions regarding who they would like to interview, the department then completes the Part I.

### **Part I**

Department/Unit prepares the Affirmative Action Part I record, forwards to Dean's Office. Dean's Office then forwards to AADR.

AADR reviews and communicates approval directly to department/unit.

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Department conducts interviewing process.

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## **Part II**

Department/Unit prepares the Affirmative Action Part II record, attaches the Personnel Action Form (PAF), two letters of recommendation, and vita for the person to be hired. To save time include a COPY of the PRF (this will make it faster and easier for HRS to verify). If the offer amount exceeds the original approval amount, another PRF must be done and attached to the paperwork--Provost's Office requirement.

Note: Departments must clearly note on the Part II record, in order of preference, the names of alternative candidates (should the first candidate decline) to assist in expediting a second or subsequent offer. They must also CLEARLY distinguish the REASON(S) for the choices they made and why candidate A was chosen over candidate B, why B was chosen over candidate C, etc. If clear distinctions are not made, the paperwork will be returned to the department by either the College or AADR.

The Part II record then follows the processing path of the PAF.

Concerns of the AADR Officer will be resolved with the college/division and department or other comparable unit.

Once the AADR has determined approval, they will sign off on the Part II record and forward the approved Part II record and the PAF to HRS.

HRS confirms the record and documentation and notifies the department and the college office. The college then proceeds with the offer and acceptance process.

The offering letter will outline the contract and provide an acceptance page. The ENTIRE offering letter needs to be returned to the Dean's Office with the acceptance.

In addition to the offer/acceptance, the candidate must return specific forms (including, depending upon past employment at NIU)--see forms matrix (in section 1):

Personal Data Form (PDF)

W-4

I-9

Foreign National Information Form (FNIF) if applicable

Election of Payment Option for Salaried Employees (9 over 12 form)

The candidate must also forward an official transcript from the institution where their highest degree was awarded.

If benefits are included (and they usually are--except for some temporary positions) new employees MUST attend NIU Orientation to sign up for insurance benefits, etc. within first 10 days of employment.

Appropriate supporting documents (i.e., photo copies of I.D.s used may also be necessary).

What are the repercussions of a candidate not returning all documents:

- 1) Employee will not be paid.
- 2) Employee will not be given a computer Logon ID or Campus E-Mail Account