

Quick Reference Sheets

(Faculty & SPS hiring cheat-sheets by category)

Quick Reference Sheet

Regular Tenure-Track Faculty (creating new or refilling/hiring)

- I. Submit these items to the Dean's Office to start signatory process
 - a. Complete a Position Request Form (PRF)
 - b. Answer Dean's & Provost's Questions
 - c. Ad Copy
- II. Wait for Affirmative Action and Diversity Resources (AADR) to approve ad copy
- III. Place ads in appropriate journals, etc.
- IV. Receipt of Applications
 - a. Receive applications and keep complete files of candidates (including envelopes)
 - b. Send a letter to the applicant stating you have received the application and include Equal Employment Opportunity Information Request Form (EEO) for them to return to AADR
- V. After deadline for applications has passed
 - a. Evaluate candidates and
 - a1. If letters of recommendation weren't requested at time of application, request letters of recommendation for your top candidates
 - a2. After letters of recommendation have been received, rank candidates for interview
 - a3. If letters of recommendation were requested at time of application, rank candidates for interview
- VI. Submit Affirmative Action Part I to Dean's Office to start signatory process
- VII. Wait for AADR to approve Part I
- VIII. Interview candidates
- IX. Submit these items to the Dean's Office to start signatory process
 - a. Affirmative Action Part II
 - b. Two letters of recommendation for the person to be hired
 - c. Vita of person to be hired
 - d. Personal Action Form (PAF) for the person to be hired
 - e. Copy of the PRF (note: if the contract amount on the PAF is higher than it was on the original PRF, then you will need to redo the PRF--marking change on the form)
- X. Wait for notification from Human Resource Services, who will also contact the College Office. College Office initiates the offering letter (in consultation with the Department).
- XI. Wait for the candidate to return all paperwork. Once this is done, congratulations! You've just hired a faculty member.

Quick Reference Sheet

Regular SPS Employees (creating new or refilling/hiring)--Note: excludes IT Positions

- I. Submit these items to the Dean's Office to start signatory process
 - a. Complete a Position Request Form (PRF)
 - b. If this is a NEW position, complete the Principal Administrative Position Exemption Request form (PAPER) and must include job description.
 - c. Ad Copy
 - d. If you do not plan to do a search, you must also complete a Waiver of Search form and attach justification (no ad copy is needed if a waiver of search is done) as well as the Personal Action Form (PAF) of the person you wish to hire. Skip to IX if you did the waiver of search.... otherwise
- II. Wait for Affirmative Action and Diversity Resources (AADR) to approve ad copy
- III. Place ads in appropriate journals, etc.
- IV. Receipt of Applications
 - a. Receive applications and keep complete files of candidates (including envelopes)
 - b. Send a letter to the applicant stating you have received the application and include Equal Employment Opportunity Information Request Form (EEO) for them to return to AADR
- V. After deadline for applications has passed
 - a. Evaluate candidates and
 - a1. If letters of recommendation weren't requested at time of application, request letters of recommendation for your top candidates
 - a2. After letters of recommendation have been received, rank candidates for interview
 - a3. If letters of recommendation were requested at time of application, rank candidates for interview
- VI. Submit Affirmative Action Part I to Dean's Office to start signatory process
- VII. Wait for AADR to approve Part I
- VIII. Interview candidates
- IX. Submit these items to the Dean's Office to start signatory process
 - a. Affirmative Action Part II
 - b. Two letters of recommendation for the person to be hired
 - c. Vita of person to be hired
 - d. Personal Action Form (PAF) for the person to be hired
 - e. Copy of the PRF (note: if the contract amount on the PAF is higher than it was on the original PRF, then you will need to redo the PRF--marking change on the form)
- X. Wait for notification from Human Resource Services, who will also contact the College Office. College Office initiates the offering letter (in consultation with the Department).
- XI. Wait for the candidate to return all paperwork. Once this is done, congratulations! You've just hired a new SPS employee.

Quick Reference Sheet

New Temporary Faculty or SPS Positions--excludes IT positions

- I. Submit these items to the Dean's Office to start signatory process
 - a. Complete a Position Request Form (PRF)
 - b. If this is a new SPS position, complete the Principal Administrative Position Exemption Request form (PAPER)--if you already have the approved title, but are creating a new position... then you must do a job description for the new position.
 - c. Ad Copy
 - d. If you do not plan to do a search, you must also complete a Waiver of Search form and attach justification (no ad copy is needed if a waiver of search is done) as well as the Personal Action Form (PAF) of the person you wish to hire. For emergency hires for temporary faculty positions, there is no need to do a Waiver of Search..... Skip to IX if emergency hire or you did the waiver of search.... otherwise
- II. Wait for Affirmative Action and Diversity Resources (AADR) to approve ad copy
- III. Place ads in appropriate journals, etc.
- IV. Receipt of Applications
 - a. Receive applications and keep complete files of candidates (including envelopes)
 - b. Send a letter to the applicant stating you have received the application and include Equal Employment Opportunity Information Request Form (EEO) for them to return to AADR
- V. After deadline for applications has passed
 - a. Evaluate candidates and
 - a1. If letters of recommendation weren't requested at time of application, request letters of recommendation for your top candidates
 - a2. After letters of recommendation have been received, rank candidates for interview
 - a3. If letters of recommendation were requested at time of application, rank candidates for interview
- VI. Submit Affirmative Action Part I to Dean's Office to start signatory process
- VII. Wait for AADR to approve Part I
- VIII. Interview candidates
- IX. Submit these items to the Dean's Office to start signatory process
 - a. Affirmative Action Part II
 - b. Two letters of recommendation for the person to be hired
 - c. Vita of person to be hired
 - d. Personal Action Form (PAF) for the person to be hired
 - e. Copy of the PRF (note: if the contract amount on the PAF is higher than it was on the original PRF, then you will need to redo the PRF--marking change on the form)

- X. Wait for notification from Human Resource Services, who will also contact the College Office, College Office initiates the offering letter (in consultation with the Department).
- XI. Wait for the candidate to return all paperwork. Once this is done, congratulations! You've just hired a faculty member/SPS employee.

Quick Reference Sheet

Regular or Temporary Information Technology Positions (creating new or refilling/hiring)

- I. Submit these items to the Dean's Office to start signatory process
 - a. Complete a Position Request Form (PRF)
 - b. If this is a new SPS position, complete the Principal Administrative Position Exemption Request form (PAPER)

- II. Following approval of PRF... read and follow the attached "Computing Position Affirmative Action Recruitment Record" (CPAARR) form.

- III. When you have made your selection, submit the CPAARR form (which replaces the Part I & Part II Affirmative Action forms). Attach the PAF, two letters of recommendation, and resume or vita for the person to be hired. These items should be submitted to the Dean's Office to start signatory process.

- IV. Wait for notification from Human Resource Services, who will also contact the College Office. College Office initiates the offering letter (in consultation with the Department).

- V. Wait for the candidate to return all paperwork. Once this is done, congratulations! You've just hired an IT person.

**COMPUTING POSITION
AFFIRMATIVE ACTION RECRUITMENT RECORD**

- 1) Department:
 - 2) Contact name and phone #:
 - 3) Position name and number:
 - 4) List search committee members:
 - 5) Advertising, all places (print and electronic) and dates publicized (attach copies of ads):
 - 6) Diversification Strategies: Did you send a position announcement or letters announcing the position to any individuals or organizations? If so to whom? (attach copy)
 - 7) Were there any networking activities used to recruit for the position?
 - 8) **REQUIRED:** Did Equal Employment Opportunity Forms accompany acknowledgement letters sent to applicants?
 - 9) List applicants for position and reasons why they were/were not chosen to interview (attach any evaluation forms used to determine applicant qualifications):
 - 10) Lists interviewees and dates of interviews:
 - 11) Summary (attach any evaluation forms or interview questions that were used for interview evaluation):
 - 12) Who was chosen for the position? Why?
 - 13) Summation of remaining interviewed candidates (Why were they not chosen for this position? Are there alternates for the position and in what order?)
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APPROVALS

Department: _____ Date _____

College AA Representative: _____ Date _____

Division AA Representative: _____ Date _____

AA/Diversity Resources: _____ Date _____



NORTHERN
ILLINOIS
UNIVERSITY

MEMORANDUM

TO: Deans, Directors, Chairs and Business Managers

FROM: Steve Cunningham
Associate Vice President Administration and Human Resources

Diane Tyrrell *Diane*
Coordinator for EEO and Search Administration

DATE: August 14, 2000

RE: Information Technology Position Affirmative Action
Recruitment Records

In accord with NIU's affirmative action/equal employment opportunity policies and the urgent need for computing personnel, we are trying to simplify our hiring procedures for information technology positions.

Please find attached an "Information Technology Position Affirmative Action Recruitment Record", for the hiring of information technology positions only. This is a simplified one-step recruitment form to be filed with the Office of Affirmative Action/Diversity Resources once you have an approved Request for Permission to Employ form from Human Resource Services and ad copy approval and placement from the Office of Affirmative Action and Diversity Resources.

This form will take the place of the Part 1 and 2 Affirmative Action Hiring Record for computing positions only. If you have questions about completion and submission of the form or would like to receive a copy electronically, refer inquiries to Diane Tyrrell at 815.753.1119.

SC/bjr
cc: Elizabeth Ortiz
Attachment

DIVISION OF
HUMAN RESOURCE
SERVICES

OFFICE OF THE ASSOCIATE
VICE PRESIDENT

DEKALB, ILLINOIS
60115-2854

(815) 753-6000
(815) 753-0870 (TDD)
(815) 753-0430 (FAX)

ADMINISTRATIVE SERVICES
(815) 753-0457

AFFIRMATIVE ACTION/
DIVERSITY RESOURCES
(815) 753-1118
(815) 753-8686 (FAX)

CONTRACTS, RECORDS,
AND REPORTS
(815) 753-1338

EMPLOYEE RELATIONS
AND TRAINING
(815) 753-6039

EMPLOYEE WELLNESS
AND ASSISTANCE PROGRAM
(815) 753-9191

HUMAN RESOURCE
INFORMATION SYSTEMS
(815) 753-6000

INSURANCE AND
EMPLOYEE BENEFITS
(815) 753-0191
(815) 753-6074 (FAX)

LABOR RELATIONS
RECORD AND POLICY
ADMINISTRATION
(815) 753-6000

OPERATING STAFF SERVICES
(815) 753-6000

PAYROLL AND COMPENSATION
(815) 753-1322
(815) 753-6048 (FAX)

STUDENT EMPLOYMENT
(815) 753-1394

Quick Reference Sheet

Reappointment of Temporary Faculty

- I. Assuming there are no cost center changes or PERMANENT changes in the Position... a PRF is not necessary.
- II. Attach the PRF (if applicable) to the PAF and Offering Contract A (if multi year contract), Offering Contract B (if union member, but not multi year contract) or Offering Contract C for all others. These items should be submitted to the Dean's Office to start signatory process.

Note: in rare cases when the reappointment salary is greater than the approved College or University salary, a PRF, PAF, and Written Justification must be submitted and, if approved, the College Office initiates the offering letter.

- III. You're done! You just reappointed a temporary faculty member.

Quick Reference Sheet

Reappointment of Temporary SPS Employees

I. **A Position Request Form (PRF) MUST BE DONE EVERY TIME YOU REAPPOINT A TEMPORARY SPS EMPLOYEE!!!**

II. Submit the PRF, a Personnel Action Form (PAF), as well as Offering Contract C to the Dean's Office to start signatory process.

Note: in rare cases when the reappointment salary is greater than the approved College or University salary, a PRF, PAF, and Written Justification must be submitted and, if approved, the College Office initiates the offering letter.

III. You're done! You just reappointed an SPS employee.

Quick Reference Sheet

Affiliates

Affiliates are almost always reserved for External Programming's use. Affiliates are normally people who teach off-campus extension reserve courses or do other work at an off-campus setting.

- I. Submit a Position Request Form (PRF) if applicable, and a Personnel Action Form (PAF) to the Dean's office for signatures.

For a new position, a PRF must accompany the PAF. For existing positions with cost center changes, a PRF would also be necessary. For existing positions with no changes, a PRF is not necessary.

If the person to be hired is a new hire or rehire* (vs reappointment), then an I-9, W-4, and a Personal Data Form (PDF) must accompany the hiring paperwork.

If reappointment, I-9, W-4, & PDF are not necessary.

NO OFFERING CONTRACT IS NECESSARY (although External Programming uses their own contract).

*if rehire was not gone more than one year, it may not be necessary to include all of the forms, you may want to check with HRS contracts if you have questions.

Quick Reference Sheet

Adjunct Appointments

- I. Adjuncts are appointed simply by memo to the Dean's Office. Adjunct positions are non-paid positions. The Dean's Office forwards the memo to HRS. A vita should also be included for first time adjunct appointees.
- II. Attach the appropriate "Adult Volunteer and Personal Assumption of Risk Agreement" (AVPARA) with the memo. There are two different AVPARA forms... one is for volunteer teachers and one is for all others (usually involved in projects or research).

THE AVPARA FORMS ARE IN SECTION 9 OF THIS PROCEDURES MANUAL and are available on the HRS web site.