

# Search Guidelines

**Classified, Non-classified, FE/AP, and  
Temporary Positions**

**SERVICE / CURIOSITY / RESPECT / ACCOUNTABILITY / APPRECIATION**



## Search Guidelines

At West Virginia University, we understand that our faculty and staff are key to the mission of the University. This guide is designed to help supervisors and hiring departments understand how to fill Classified, Non-Classified, FE/AP (Faculty Equivalent/Academic Professional) and Temporary positions. Talent Strategy, working collaboratively with the Shared Services Talent Acquisition Team and your [HR Partner](#), is here to help you conduct a fair, equitable, and compliant search to find the very best candidates for your job openings.

## Steps to Fill a Position

- Request a requisition
- Post and advertise the position
- Prepare for the selection process
- Interviews
- Extend the offer
- Finalizing the Search

Please note, reviews of positions are not submitted through WVU Hire. For additional forms, such as interim appointments, secondary assignment forms/guidelines, change of supervisor form, etc., please visit: <https://talentandculture.wvu.edu/policies-forms-and-resources/forms>.

## Request a Requisition

In order to fill a position at WVU, a requisition must be created in WVU Hire.

1. Prior to requesting a requisition, discuss the opening you would like to fill with your direct supervisor and obtain their verbal permission to move forward with filling the position.
2. Develop the job description. Whether you are creating a job description for a Classified, Non-Classified, Temporary, or FE/AP position, it is important to ensure the job description accurately reflects the duties and responsibilities, as well as the education and experience, required for the position. If you need assistance with writing a job description, please contact your HR Partner to assist with this process. If the position is a posting of a vacant position, a copy of the job description can typically be found with your Strategic Business Advisor (SBA) or by requesting the job description from Classification and Compensation. Even if you are filling a vacancy, it is still important to review the existing job description to ensure that it remains accurate.
3. Complete the [Employee Requisition Form](#) to request the creation of the requisition. After submitting the Employee Requisition Form, a Shared Services Talent Acquisition Specialist or Recruiter will reach out to you to obtain any additional information needed to create the requisition
4. Once the requisition has been created, the requisition will be routed for approvals. Typically, the hiring manager will approve the requisition first, followed by the hiring manager's supervisor, after which Classification and Compensation will complete their review of the position.
5. After the requisition has been approved and Classification and Compensation have assigned pay and position categories to the position, the position is ready to advertise. A Talent Acquisition Specialist or Recruiter will reach out to you to discuss any changes recommended by Classification and Compensation and to discuss advertising options.

## **Post and Advertise the Position**

The Talent Acquisition Specialist or Recruiter will draft the job advertisement and will reach out to you following the approval of your requisition to discuss advertising the position.

### **Classified**

The Talent Acquisition Specialist or Recruiter will draft the advertisement for the position and will notify you when the advertisement is posted. Most classified positions do not require additional advertising outside of the WVU job board and additional required postings coordinated by the Talent Acquisition Specialist. A classified position must be posted for a minimum of ten (10) calendar days.

### **Non-Classified and FE/AP**

The Talent Acquisition Specialist or Recruiter will be in contact with the hiring manager to begin drafting an advertisement and discussing a marketing plan. The Talent Acquisition Specialist or Recruiter will consult with the hiring manager about effective placement of external advertisements along with associated costs. It is extremely important to advertise the position to attract a broad and diverse applicant pool. This will not only help attract more talented, qualified applicants, but will also support WVU's commitment to recruit women, minorities, persons with disabilities, and Veterans. Non-Classified or FE/AP positions must remain posted for a minimum of ten (10) calendar days; however, these positions may remain posted longer, if needed. A first consideration date can be added to the posting, so that the position will remain open until needed but will provide the flexibility to start the interview process sooner.

### **Temporary**

If you are requesting a current or former WVU student worker, graduate assistant, or temporary employee that has been employed by WVU within the past 3 months, the posting period may be waived. If you are not requesting a candidate that meets this criterion, all temporary positions must remain posted for a minimum of three (3) calendar days.

Please note, all posted positions are also automatically posted with Workforce WV, West Virginia's Employment Service Delivery System.

## **Advertising Sources**

Externally posted job openings are automatically listed on the below sites:

- Higher Ed Jobs.com
- The Chronicle of Higher Education, ChronicleVitae.com (positions: Director & Above).
- Higher Education Recruitment Consortium (HERC)

Additionally, the below sites automatically “scrape” externally posted openings:

- Circa, our third-party job posting vendor, scrapes our career sites and posts the positions to state job banks (Work Force WV) and multiple diversity sites, helping to fulfill WVU's obligations as a federal contractor.
- Recruiters may share job postings on LinkedIn.
- Indeed and Monster (as well as other sites) also scrape our job board however we do not have a contract with them and cannot control what content they post.

Job openings may also be posted to niche sites to target specific groups or disciplines. Please keep in mind that unlike the sites mentioned above which are free to the department, posting to niche sites would be charged to the department. A sample listing of diverse advertising options is available on the [Talent Strategy Job Advertising page](#).

## **Prepare for the Selection Process**

All applicants apply for WVU positions through WVU Hire and hiring managers and committee members will review application materials through WVU Hire.

### **Forming a Search Committee**

Not all positions require the use of a search committee. Your Talent Acquisition Specialist or Recruiter can help you determine if a committee is necessary for the specific position being filled and, if so, assist with identifying members for the search committee. While selecting a search committee, a hiring manager should consider members of a diverse background who have knowledge of the position or area, knowledge of WVU and surrounding communities, strong interpersonal skills, recruitment skills, and a genuine interest in the position. The charge of the search committee should be very clear from the onset of the search to eliminate confusion.

### **Assessment**

The purpose of conducting applicant assessment is to determine which applicants meet the minimum qualifications for the position.

#### **Classified Positions**

Your Talent Acquisition Specialist will assess the applicants and share those who meet the minimum requirements of the position with you in WVU Hire.

#### **Non-classified and FE/AP Positions**

All application materials for each applicant will be shared with the supervisor and any appointed committee members via WVU Hire. Your Recruiter can provide assessment services and share only the candidates who meet the minimum qualifications of the position.

#### **Temporary Positions**

Qualified candidates for all temporary assignments will be shared through WVU Hire.

### **Prescreening**

Your Talent Acquisition Specialist or Recruiter can provide initial pre-screening services before candidates are selected for an interview. Pre-screening can consist of the following topics, but is not limited to:

- Verifying/discussing candidates' qualifications and experience.
- Asking specific job-related questions using motivation-based interview questions when applicable.
- Conducting salary screens.
- Providing information and resources about employee benefits.
- Providing information about Morgantown and WVU.

## Interviews

The interview provides an opportunity to gain a better understanding of a candidate's knowledge, skills, abilities, attitude, and passion. As a hiring manager or part of a search committee, it is important to understand your role and responsibilities as an interviewer, including:

- Interviewing and selecting candidates based strictly on job-related qualifications.
- Asking consistent, non-discriminatory questions of each candidate.
- Projecting a professional and positive image of WVU for prospective employees.

### Preparing Interview Questions

Telephone, video and/or in-person interviews can provide valuable information about a candidate's knowledge, skills, abilities, attitude, and passion. It is critical to have more than one person involved in the interview process. Your HR Partner can assist you in developing appropriate and insightful interview questions.

- [Sample Interview Questionnaire](#)
- [What not to ask in an interview](#)

### Testing

In some cases, testing can be beneficial when making a hiring decision. However, inappropriate employment testing can be a significant liability to the University. Contact your HR Partner if you would like to explore testing options. Examples of employment testing include:

- Computer aptitude testing
- Delivering presentations
- Submission of Portfolios
- Typing test to determine "words per minute"
- Writing a memo to determine proper grammar and proficiency

### Evaluating Candidates

Developing a chart or matrix to evaluate candidates can be useful during the interviewing process. Job-related criteria such as education, experience, soft skills, technical skills, knowledge, motivation, etc., can be included on the matrix and properly evaluated once an interview is complete. It is important to determine criteria prior to the interviews, and ensure they relate directly to the position. This approach can assist the hiring committee with evaluating candidates fairly and consistently, which will lead to making the final selection defensible and easier to determine. Your HR Partner or Recruiter can assist you in developing appropriate evaluation criteria.

- [Interview Evaluation Form Template](#)



### **Documentation and Record Keeping**

Your Talent Acquisition Specialist or Recruiter will keep detailed records of the search, and many elements of the search such as candidate resumes, and application materials are retained in WVU Hire. It is your responsibility as a hiring manager to retain search documentation such as interview notes that are not housed in WVU Hire. Search documentation must be maintained for five years.

### **Extend the Offer**

Once you have decided who you would like to hire, contact the Talent Acquisition Specialist or your Recruiter with the name of the selected candidate and the salary or hourly rate or pay you'd like to offer. The Talent Acquisition Specialist or HR Partner will review the search in WVU Hire to determine if all necessary information is contained within the system and will then contact the selected candidate to extend the contingent offer.

### **Contingent Offer and Checks**

The initial offer made to the selected candidate is typically contingent upon passing a background check and a reference check. Once the contingent offer is made and accepted by the candidate, the Talent Acquisition Specialist will initiate the background check with our third-party background check vendor. As part of the background check, our third-party vendor will complete employment verifications for previous employers dating back 7 years.

### **Drafting the Offer Letter**

Once the candidate's background check and reference checks are completed without issue, the Talent Acquisition Specialist will reach out to you to discuss the preferred start date for the candidate. Template offer letters for temporary, classified, non-classified, and FE/AP employment, approved by WVU Legal Affairs, are used by the Talent Acquisition Specialist to draft the offer letter for your approval. If you feel it is necessary to insert, remove, or revise language in an offer letter, contact the Talent Acquisition Specialist or your Recruiter to discuss the proposed edits.

### **Final Offer**

Once you and your supervisor have approved the offer letter in WVU Hire, the Talent Acquisition Specialist or HR Partner will extend the offer letter to the selected candidate electronically. The selected candidate will accept the offer letter electronically as well. Once the offer letter is accepted by the candidate, this will trigger the Onboarding Module in WVU Hire. The candidate must complete all tasks assigned prior to their start date. For questions about onboarding, please contact the Shared Services Center.

## **Finalizing the Search**

### **Onboarding**

Once your selected candidate completes onboarding, the appropriate departments are notified via email, including your Strategic Business Advisor, Employee Data Management, and Identity Management. You will also receive an email communication listing your new employee's WVU ID number, email address, and other credentials. Your newly hired employee will receive useful information about the University, including an introduction to the culture and values of WVU.

### **Rejection Communications**

The Talent Acquisition Specialist or Recruiter will notify non-selected candidates via email sent from WVU Hire. It is recommended that candidates who have been interviewed receive a phone call from the hiring manager to inform the candidate they have not been selected. This promotes a positive candidate experience, even in the face of rejection.

### **Dispositioning Non-Selected Candidates**

Each non-selected candidate must be dispositioned (rejected) in WVU Hire, listing the job-related reason the candidate was not selected. You may disposition candidates yourself within WVU Hire or provide the job-related reason each candidate was not selected to the Talent Acquisition Specialist or Recruiter, who can then disposition the candidates in WVU Hire.

### **Search Documentation**

Remember to retain any search documentation that is not housed in WVU Hire, such as interview notes, for a period of five years.