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The purpose of this online resource is to offer a variety of suggestions and guidelines associated with the process of hiring new staff members. This is simply a set of guidelines, designed specifically for the Division of Student Affairs, to assist departments and units through the hiring process. WSU Department of Human Resources (HR) is the expert on all hiring related policies and procedures and must always be a part of the hiring process. [http://www.weber.edu/HumanResources](http://www.weber.edu/HumanResources). This resource is designed to be edited and added-to over time. One single resource cannot address all of the nuances associated with hiring staff, so as issues arise or items come up that may assist staff members, please bring them to the attention of the Vice President’s office so that appropriate modifications can be made.

**WSU HR Initial Administrative Considerations**

- Contact HR prior to creating a job posting, and always include HR in the opening conference with the search committee. Ext. 6032
- HR should be contacted if there are questions or concerns about the recruitment process or the use of technology.
- Job posting must remain open for a specific time period. Minimum time period for faculty is 21 days. Minimum time period for a nonexempt position is 10 days and 14 days for exempt positions. If you require the posting to be less than the minimum time required a waiver must be requested in advance to the office of Human Resources and granted by the AVP of Human Resources and the Director of AA/EEO. Hiring policies are outlined in PPM 3-5: [http://www.weber.edu/ppm/Archive/3-5_PersonnelEmployment_10-02-12.html](http://www.weber.edu/ppm/Archive/3-5_PersonnelEmployment_10-02-12.html)

- Positions should be listed as “open until filled,” however; a date when applicant reviews will begin should be listed so that potential applicants have a target date for submitting their paperwork for full consideration.
- See the WSU HR web site for their suggested hiring guidelines: [http://www.weber.edu/HumanResources/Hiring_Procedure.html](http://www.weber.edu/HumanResources/Hiring_Procedure.html)

**Preparing for Recruitment and Posting**

- For a new position, use the Student Affairs template to create the position description and to obtain SAMC and VP approval. *See Appendix 1.* All positions must have a position description on file.
- New positions (or positions without a position description) must be entered into HR PeopleTracker before they can be officially assigned a grade by HR. Existing positions will already be in the HR system.
- If a current position is vacant, the job description should be reviewed to make sure it accurately describes and matches the actual job. If changes are made, it should be reviewed by HR for reclassification into a grade. If at any point a currently filled position has changes in duties and responsibilities, the job description should be updated and submitted to HR for an audit.
- Be thoughtful in identifying minimum qualifications and preferred qualifications.
  - Minimum qualifications should be concrete and easily determinable from a standard resume/vita.
  - Preferred qualifications can be more specific and specialized.
- Contact HR to post the position on the WSU Applicant Job Site.
- Job Announcement can be posted on the Student Affairs website with more detail than HR posting. *See Appendix 2.*
- External Advertising: HR can assist with information on costs for the available options, will place the ads, and bill your area accordingly. Duration of advertising depends on the position. See the following link for specific time periods: [http://www.weber.edu/ppm/Archive/3-5_PersonnelEmployment_10-02-12.html](http://www.weber.edu/ppm/Archive/3-5_PersonnelEmployment_10-02-12.html)
  - External sources include:
    - Newspapers: *SLC Tribune, Ogden Standard Examiner, Logan Statesmen, Provo Daily Herald.*
Note: These sources can be very expensive and the applicant yield may not be significant, depending on the specific position.

May need to create a summary ad (“posting”) for posting; HR can assist

- Associations: NASPA, and other professional networks/associations based on work/area. Keep in mind the timing of the hiring season and when association conferences take place.
- **Chronicle of Higher Education** (print and/or online)
- Listserves associated with the position/area, e-mails to graduate programs or internship sites
- higheredjobs.com and studentaffairs.com.

- For professional positions involving a national search, another valuable way to build a strong applicant pool is to prepare and disseminate a position description summary which includes additional information about WSU and Utah. This can be shared through networks of colleagues via email (or hard copy), at meetings, conferences, etc. See Appendix 3.
- Research salary ranges using the WSU HR compensation scales at [http://www.weber.edu/HumanResources/Compensation.html](http://www.weber.edu/HumanResources/Compensation.html)

Committee Process

- Appointing personnel to the committee:
  - Who are the individuals that work with this position, in the specific office, the Division of Student Affairs, and the University overall?
  - Consider the diversity of the group as much as possible, in terms of gender, race and ethnicity, and an appropriate mix of faculty, staff, and students. Other factors that may be considered, if appropriate, are the inclusion of a peer or parallel position and support staff.
  - There should be 4 – 6 committee members total. Screening committees for many Student Affairs positions should include at least one student.

- Things to consider for Screening Committee:
  - Develop timeline. See Appendix 4.
  - If position is DPH level, SAMC and VP need to be involved, whether on the search committee or time during the on campus interview
  - For most positions it is appropriate to have the supervisor or hiring authority serve on the committee as the chair. Less frequently and for higher level university positions, it may be appropriate to have a search committee make top candidate recommendations to the hiring authority.
  - It is important that each individual committee member knows up front what their responsibilities will be, including the expected time commitment and anticipated calendar of committee meetings
  - The vital role of confidentiality should be discussed as a committee. Breaches of confidentiality can have legal and/or disciplinary consequences.
  - Potential conflicts-of-interest or other issues that could impede a committee member’s objectivity should be assessed carefully when creating the committee.

- Selection criteria/weighting, other committee info:
  - Once the committee is created, selection and applicant rating criteria will need to be identified and weighted.
    - Criteria and weights should be derived from the position description and announcement, paying particular attention to the minimum qualifications and preferred qualifications.
    - The particular criteria weights are less important than their weights relative to each other. The most important criteria should be weighted significantly more than the least important criteria.
    - It is often wise to weight interview-based criteria heavily.
  - Review of applicants can begin as soon as criteria are finalized; no need to wait until the date the review process begins.
If any application is considered after the published date of review, all applications that have come in since that date must also be considered and scored.
Committee members should be advised to scan 3-5 applications to get an idea of the range of qualifications in the pool before starting to score.
Committee members should be advised to develop their own rubrics for scoring each criterion in order to ensure internal consistency of their ratings.

Phone or Skype Interviews
• Phone interviews are not required, but they can be a valuable tool for narrowing the applicant pool. Several considerations may come into play when deciding whether to schedule phone interviews:
  ✓ If there is a natural break in the numerical scoring, phone interviews may not be necessary.
  ✓ If there is a range of geographic locations represented in the top rated candidates, phone interviews may be useful. For example, if you have four candidates all close in score and they are from Maine, Florida, southern Utah, and Ogden, it would be appropriate to conduct phone interviews in order to bring in the top two or three candidates.
  ✓ It is important to be consistent. If you phone interview one finalist, you must phone interview them all.
  ✓ Standard questions must be asked of all candidates during phone interviews. Follow up questions to the standard questions are fine.
  ✓ It is appropriate for questions to be written on a form with room for committee members to take notes on responses.
  ✓ Check the technology ahead of time and plan to arrive 30 minutes early to interviews that involve use of technology.
    - SAT can help with technology setup and troubleshooting. Contact them in advance for assistance.
  ✓ For Skype interviews, prior to connecting via Skype, candidates will need to have an account registered on Skype and have accepted the interview coordinator’s Skype invitation.
    - This information must be obtained/communicated in advance.
    - A backup telephone number should be identified for use in the event of a technology failure.

  • The Search Committee Chair should obtain affirmative action information from HR after the paper screen and before the decision is made to move a group of candidates to the next level.

Preparing for On-Campus Interviews
• When calling to invite candidates for on-campus interviews, an accurate salary range should be provided.
• Be well-prepared for the entire interview day(s) and present the department, division and university in the best possible light with the utmost professional approach.
• Bringing 2 to 4 candidates to interview in-person is appropriate.
• The hiring supervisor should make the initial contact with candidates; however support staff can assist with logistics.
• Professional staff interviews should include:
  - scheduled time with the screening committee
  - 30 minutes with the VP, which can also include the appropriate SAMC member
  - department staff, students
  - general time for other relevant staff including Student Affairs staff and pertinent staff from other departments.
• Candidates for director-level positions should have an open forum for a presentation or interview with other directors. It may also be appropriate to ask candidates for non-director level positions to give a
presentation while they are on campus. Consult with your SAMC rep to determine this. Schedule and publicize presentations and open interviews well in advance and allow enough time for both the presentation and Q&A. Provide copies of resumes and rating sheets.

- Information packets should be provided to candidates prior to an in-person interviews. These packets contain information on WSU, Student Affairs (org chart, brochure, etc), the department, and the surrounding area. Contact the VP office to request sample packets. The packet should also include an interview schedule, position description, and the names/titles of people the candidate is meeting with.

- Ensure that everyone involved in interviewing candidates receives the following information prior to the interview: candidate cover letter and resume, position description, candidate evaluation form, and interview schedule.

- Prepare interviewers who may be new to WSU’s interview process (such as students or new staff) by reminding them of legal issues involving searches such as the types of questions to ask and not ask. If a person asks a question that is illegal or inappropriate, intervene before the candidate has the opportunity to respond so that they are not in an awkward situation.

- During the interview, it is important to schedule a meeting between the candidate and HR so that all aspects of WSU benefits can be discussed. Allow 20-30 minutes for this meeting, during which they will also be given the option to leave their fingerprints to facilitate a background check if they are selected.

- Be sure the candidates know where to park and have a campus map.

**Day of Interview**

- Candidates should be escorted between interviews by properly trained staff member(s).
- Allow for sufficient breaks for the candidate to regroup and/or use the restroom.
- Provide water for the candidate throughout the day.
- Include a tour of work space, buildings, and/or the university. Try not to schedule outdoor tours in the heat of the day, and check with candidates to allow any mobility issues to be accommodated appropriately.

**Other Interview Considerations**

- **Meals**
  - It is appropriate to formally interview during meals, although these can also be casual opportunities to get to know the candidate more personally. Keep in mind that even in a relaxed, informal atmosphere, questions and small talk must still conform to legal and appropriate guidelines. Be conscious to allow candidates time to eat their meal.
  - Each meal should be planned and paid for by WSU. It is acceptable for the candidate to eat certain meals, such as breakfast, on their own as long as they can be charged to their hotel or otherwise covered by WSU.
  - Meals off campus should be paid with a WSU purchasing card. If you anticipate that alcohol will be included in the meal, consult your SAMC rep prior to the meal. Do not put alcoholic beverages on a P-card; it must be purchased separately.
  - Some suggestions for meals:

- **Airport and Other Transportation**
WSU should arrange airfare if needed.
Candidates should be transported by a staff member in a WSU vehicle whenever possible, including airport pick up and drop off, and between campus, hotel and meals. We want to put our best foot forward and make a good first impression.
A tour of the Ogden area is generally appropriate as part of the interview process.
Reasonable candidate expenses will be reimbursed, such as airport parking and mileage from their home to the airport, although this can be negotiated in advance. Let the candidate know what WSU will arrange and what expenses will be reimbursed.

**Hotel**
- WSU should arrange the hotel reservation at an approved contracted hotel though Purchasing [http://www.weber.edu/purchasing/](http://www.weber.edu/purchasing/) at a discounted rate as per policy. Hotels include:
  - Hampton Inn: [http://www.hamptoninnogden.com](http://www.hamptoninnogden.com)
- Never “put up” a candidate in a personal home, even if you know the candidate personally.

**Reference Checks**
- Reference checks must be done (even for internal candidates). While there is no rule, HR recommends committees complete them after the face-to-face interviews and before a final decision is made. The reason for this timing (vs. prior to the interviews) is so that applicants have a fair opportunity to present their knowledge, skills, and abilities as they relate to the position. This also gives the committee a chance to verify candidate’s relative qualifications during the reference calls and to discern/explore underlying issues.
- Tailor standard questions for the reference check to areas important in making a decision, and be consistent.
- Prior to placing any reference check calls, first contact the candidate(s) being considered to let them know the next step in the process is to contact references. (It’s best to ask permission during the face-to face or phone interview and give the candidate the opportunity to confirm that the references are up-to-date). If a candidate’s immediate supervisor (or past supervisor) is not among the references, consider asking the candidate’s permission to contact that individual. Not having a supervisor on a reference list can be a red flag, so this should be explored with the candidate.
- You will need to complete a minimum of 2 reference checks for each final candidate.
- It’s best to schedule calls in advance to assure that the reference has plenty of time. Begin by identifying yourself and providing background information, such as an overview of the position, before questions are asked.
- Maintain documentation including those that do not produce information. One tool that can help with consistency is for every person making reference calls to use a written list of questions with space to write responses and notes, as is customary for interview questions and notes.

**Offer**
- Approvals are needed from HR before any offer of employment is made, conditional or otherwise, and if the committee has eliminated a group of candidates and wants to notify them that they are no longer being considered. Approvals are obtained by submitting a PAR.
- The offer is conditional until the candidate passes a mandatory background check conducted by WSU HR.
- Provide exact salary to candidate.
- Prepare information about other aspects of the position to “sell” WSU and the role. Confirm all information with HR before speaking to the candidate. For example:
  - Number of paid days for sick, holiday, vacation
✓ Retirement benefits
✓ Health plans
✓ Wellness hours
✓ Tuition benefits for self and dependents
✓ Parking. It’s close and inexpensive compared to most universities.
✓ Professional development opportunities and support
✓ Cost of living in and around Ogden

• Determine a reasonable start date taking into account providing notice to their current organization and time for relocating.
• It is possible to offer some moving expense reimbursement depending upon level of position – consult with SAMC member.
• Notify the Vice President in the event the offer is refused.

Orientation / New Employee Set up
• Be in contact with the successful candidate prior to their start date to be sure they know where to go on their first day, park, general start/end time, etc.
• Provide new employee with a list of what documents to bring with them for HR and Payroll and have them meet with these offices on their first day of work.
• Set up an orientation schedule for the new employee’s first couple of days, include details of who they should meet. Schedule a limited number of meetings per day during their first week or two. Allow time for office set-up.
• See New Employee Checklist. See Appendix 5.
• New employee will be invited to attend a university orientation program coordinated by HR. In addition, Division of Student Affairs’ New Staff Orientation is held two times per year.

Other Resources
• Contact HR at any time during this process: http://www.weber.edu/HumanResources/Contact_Us.html
• WSU PPM 3-05 Personnel Employment: http://www.weber.edu/ppm/Archive/3-5_PersonnelEmployment_10-02-12.html
• Student Affairs Job Description Template (See Appendix 1)
• Student Affairs “Context/Content” Document (See Appendix 6)
• New Employee Checklist and information (See Appendix 5 & 7) http://www.weber.edu/HumanResources/Info_for_New_Employees.html
Position Information

Job Title: 
Pay Grade: 
Department: 
Salary: 

Provide a brief description of the unit to give position context. Describe relationships, interactions and liaisons with other departments and the nature of these relationships. Include the positions to which the position reports, works with, contacts (both internally and externally) and supervises.

Organizational Status:

Enter WSU and Student Affairs Context for advertising purposes.

Context:

Provide one sentence to summarize the purpose of the position. This may be expressed in terms of duties to be performed, results to be achieved or key contributions to be made.
Identify the core responsibilities, key deliverables or results to be achieved.
List the responsibilities in order of importance, while grouping related duties.

Job Description:

Use words that clearly and consistently describe the actual nature of the responsibility. For example, use of “manage” or “lead” indicates full accountability for the area vs. “coordinate” or “support” which indicates a contribution to, but not full accountability.

Include the student affairs standard phrases where applicable. See page 2 for examples.

Minimum Qualifications

Education:

Describe the minimum educational requirements of the position, including specific degrees or coursework required.

Experience:

Indicate the areas and amount of experience needed to meet minimum requirements of the position. Be specific in terms of years and months of experience required in each area.

Licenses, registration or certificates required:

List specific credentials needed to meet minimum requirements of the position.

Skills:

List job skills that are a requirement of the position. List hard skills such as computer skills and experience in specific computer applications and soft skills such as effective written and oral communication or ability to work independently and within a team environment.

Preferred Qualifications

List the preferred educational qualifications, work experience and skills or abilities that are a preference for this position.
Required Applicant Documents
Include items such as WSU application, resume, cover letter, and references.

Optional Applicant Documents
Include items that are not required but preferred, such as reference letters and transcripts.

Percent of Time
Enter FTE.

Number of Months
Enter number of contract months.

Notes/Instructions to Applicants
Include items such as instructions how to apply, the job close date or date that review of applicants will begin, criminal background check required as a condition of employment, WSU is an AA/EE employer, etc.

Standard Phrases:
If possible and applicable, please include all of these standard phrases in Division of Student Affairs job descriptions.

• Monitor budgets and spending for the unit; actively seek to create new revenue streams and expand existing revenue streams

• Assist with assessment efforts of the division and within the unit; including basic tracking of activities, program evaluation, and measurement of learning outcomes

• Collaborate with SA colleagues, academic colleagues, and other WSU campuses and centers to develop mutual relationships that directly benefit students

• Represent the department and serve on various Student Affairs and University committees

• Support efforts to increase and embrace diversity.
APPENDIX 2

JOB ANNOUNCEMENT
Assistant Director
Community Involvement Center
Weber State University

Position Summary:
The Community Involvement Center (CIC), a strategic partnership between Academic Affairs and Student Affairs, facilitates both curricular and co-curricular service experiences for students, faculty and staff and serves as a catalyst for campus wide civic engagement initiatives. The CIC Assistant Director has primary responsibility for overseeing the Volunteer Involvement Program and other co-curricular, out-of-class volunteer service programs and opportunities. The Assistant Director also supports the CIC Director in the design, development, oversight, and implementation of community-based learning and community service programs at WSU.

Specific Responsibilities/Duties:
• Coordinate the Volunteer Involvement (VIP) Program, which involves advising, training, and overseeing the WSU Student Association Vice President of Service as well as the chairs and student members of the 13 student lead VIP programs. This requires collaboration with the Department of Student Involvement and Leadership in areas such as student leader training, evaluation, group projects, and VIP budget coordination. Advise & support the Service VP to infuse service throughout WSUSA initiatives & programs.
• Serve as liaison between community partners and CIC by establishing and maintaining contact with directors and appropriate staff at these agencies; establishing and tracking MOUs with these agencies; and, providing training for community partners to become more effective at facilitating community-based learning and volunteer experiences for WSU students.
• Collaborate in strategic planning, seeking external funds, assessment (of student outcomes, community partnerships and faculty experiences), applications for national, state or local recognition, and other initiatives necessary to establish the CIC as a national model for facilitating civic engagement.
• Coordinate public relations efforts to raise visibility of the CIC on campus, locally, statewide and nationally through newsletters, coordinating media coverage of events/activities, website, social media, presenting at conferences, and other means that will accomplish this goal.
• Provide guidance and direction for CIC staff members supporting CIC efforts for which the Assistant Director has direct oversight.
• Collaborate in preparing the annual reports and other CIC publications and resources.
• Oversee the AmeriCorps program and support the AmeriCorps program coordinator in his/her efforts to facilitate and grow the program.
• Coordinate networking opportunities between community and campus (volunteer fair, community tours, community partner breakfast, etc.)
• Assist with coordination of awards and recognition opportunities and events hosted by the CIC
• Coordinate assessment efforts including basic tracking of activities, program evaluation, and measurement of learning outcomes in an integrated way.
• Represent the CIC and serve on University and/or Division of Student Affairs committees as appropriate.
• Chair the Adrian Maxson Scholarship committee which is responsible for administering the scholarship annually and conducting a day of service in Adrian's name annually.
• Collaborate with Education Access and Outreach to support the Utah Scholars program

Minimum Qualifications:
• Master's degree in student affairs administration, higher education administration, leadership education, or related field.
• Three years of experience required in student affairs, higher education, community-based learning, community agency administration, student leadership development, or related field.

Preferred Qualifications:
• An earned doctorate or equivalent terminal degree in a relevant discipline.
• Experience directing a community service and/or service-learning program and advising student-led programs.
• Demonstrated knowledge of community service and community-based learning theory and practice.
• Demonstrated ability to develop and maintain relationships with community agencies, students, and faculty.
• An understanding of the higher education environment and ability to relate and work successfully with faculty.
• Exceptional interpersonal, communication and project management skills.
• A record of professional leadership and involvement relevant to the position.
• Ability to facilitate groups and work collaboratively across an academically and culturally diverse campus and community.

For more information and to apply see the Weber State University Job Applicant website at http://www.weber.edu/humanresources
APPENDIX 3

-JOB DESCRIPTION-

Director Student Activities/ Associate Director of Shepherd Union

Position Identification
Position Title: Director Student Activities/ Associate Director of Shepherd Union
Today’s Date: July 12, 2012
Department: Student Involvement and Leadership
Status: Full time (12 month/40 hours)

Position Summary
The Student Involvement and Leadership Director/Associate Union Director serves as a key leader within the Shepherd Union programs, services and operations. This position is responsible for the oversight of all activities that are offered through the Student Involvement and Leadership department, as well as assisting the Union Director in the development of programs and policies that promote quality and growth for the entire Union operations.

Duties and Responsibilities
1. Provides leadership for a comprehensive Student Involvement and Leadership department in support of student government, clubs and organizations, the Diversity and Unity Center, Greek Life, student leadership development, student risk management, programming board, and major campus programming including major speakers/lecture series, campus-wide recognition programs, and traditional campus events such as homecoming.
2. Designs, implements, and leads comprehensive student engagement opportunities for a large, diverse population
3. Provides support to students in the development of innovative co-curricular programs
4. Assists students in building connections with the academic community
5. Provides oversight of departmental budgets
6. Fosters learning among student leaders by supporting the academic mission of the university
7. Supervision includes four professional staff members, two classified staff, graduate assistant interns, and student leaders.

Required Experience
1. Master’s degree in Student Affairs, Higher Education Administration, or related field.
2. A minimum of five years of progressively responsible experience in the field of Student Affairs administration.
3. Comprehensive experience in student activities and programs including: Greek life, student programs, clubs and organizations, student risk management, student government, and union experience.
4. Knowledge of student development theory
5. Demonstrated ability to design, implement, and lead comprehensive student activities and programs affecting a large, diverse student population.
6. Successfully demonstrated abilities and experience in staff supervision and development, budget management and training and developing student leaders.
7. Ability to work successfully in a team approached environment.
8. Demonstrated experience and understanding of student engagement and student development theory.

Preferred Experience
1. Demonstrated ability in assessment processes.
2. Demonstrated success in implementing programs and services that support the goals, culture and educational mission of the university.
3. Demonstrated conflict resolution skills and creative problem solving.

Remuneration
Salary: Dependent on experience
Benefits: Excellent retirement, medical and educational benefits

Location Information
Founded in 1889, Weber State is an excellent teaching university of 25,000 students from 50 states and 49 countries, offering over 260 programs of study in undergraduate degrees through masters degrees. Located in Northern Utah’s diverse city of Ogden (population 75,000) and situated in the foothills of the spectacular Wasatch Mountains allows for outdoor activities for all seasons as well as cultural option and close proximity (45 minutes) from all that Salt Lake City provides.

For questions of further information please contact William Fruth, Shepherd Union Director at 801-626-7580.
**Weber State University** is a comprehensive, regional university on two beautiful campuses in Ogden and Layton, Utah with three other regional centers in Northern Utah. WSU prides itself in its quality teaching, its commitment to meeting the needs of students at every stage of life and its ongoing service to the community. The university emphasizes undergraduate education and has an enrollment of over 25,000 students. It offers more than 200 certificate and degree programs, the largest and most comprehensive undergraduate offering in the state. The university also offers 11 graduate degrees. For more information about Weber State, visit [www.weber.edu/](http://www.weber.edu/).

Ogden is located 30 miles north of Salt Lake City on the slopes of the Wasatch Mountains and is a culturally and intellectually vibrant metropolitan area that provides affordable options for city, suburban, or country living. The Utah mountain environment offers year-round recreational opportunities including 12 national parks and monuments and 13 ski resorts on public lands.

CPSC is a department within the Division of Student Affairs, which has over 170 full time staff members, 400 student employees and 28 departments. The division provides an array of educational opportunities, programs and services to help students learn and succeed. Many services and programs directly support classroom and course learning such as tutoring and testing. Others are intended to assist students in overcoming barriers that might limit their ability to profit from learning or to help students attain a holistic education and healthy lifestyle.

The mission of CPSC is to enhance the psychological growth and development of the diverse Weber State University community. We support the academic experience by providing brief mental health counseling, outreach, and consultation services that help individuals identify barriers, improve coping, and achieve personal goals. CPSC has a clinical staff of 10 mental health professionals and one part-time psychiatric nurse. Services are provided within a brief therapy model for students, faculty, and staff on both Ogden and Davis campuses. While primary responsibilities are clinical in nature, staff members also assist with assessment efforts of the division and within the department, collaborate with colleagues across the division and the campus, and serve on various interdisciplinary committees. Please visit the CPSC website at [http://weber.edu/CounselingCenter/default.html](http://weber.edu/CounselingCenter/default.html) for further information about the center.
<Position> Search Time Line
<Date>

Search Committee Membership

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Timeline:

_________ Create search committee
_________ Initial meeting and HR orientation
_________ Create and approve job announcement, determine marketing strategy (i.e., local, regional, national, use of placement exchange, listservs, etc.)
_________ Post job with HR (30-day min. posting)
_________ Placement Exchange process (if applicable)
_________ Identify selection criteria and weights
_________ Screen for minimum qualifications
_________ Review and rate applications
_________ Meet to discuss ratings/narrow pool.
_________ Phone interviews (if necessary)
_________ Review and rate phone interviews/identify finalists
_________ On-campus interviews
_________ Identify acceptable finalists and forward names to hiring manager.
_________ Identify top candidate
_________ Generate and process PAR, offer position, negotiations, determine start date
New Employee Checklist

- **Payroll:** This is handled in the Payroll office in Miller Administration Building room 111. Remember to have your employees take a picture ID and proof of citizenship (social security card, birth certificate, or passport) to complete I-9 form. Bank information and/or a voided check will be needed to complete direct deposit form.

- **Parking Pass:** Please have your employee take a memorandum (signed by VP) and a parking application for an “A” Parking Pass to Parking Services located in the new Public Safety Building. “A” parking lot passes are assigned based on the building where you work, contact Parking for the assignment if you are unsure. “A” parking passes are $109 per year or $4.55 per pay period by payroll deduction. Davis Campus employees need only a "W" pass for parking at the Davis Campus. If they will need to travel to Ogden and park in "A" lots, a special hangtag will be provided by their department.

- **Wildcard:** Have your employee visit the Shepherd Union Information Desk or the Davis Student Services Desk to get an ID card, which gives you library and gym access and discounts on tickets and bookstore merchandise. Make sure that they bring their form from HR.

- **Key Request:** Have your employee take signed key request form to the Campus Services Building. A one-time key deposit of $25.00 can be paid via check or payroll deduction. [http://departments.weber.edu/facilities/campuskeys/keyrequest.asp](http://departments.weber.edu/facilities/campuskeys/keyrequest.asp)
  If a new staff member is working the Shepherd Union, they get their keys from SU 406, Shepherd Union Administration.

- **Telecommunications** (ext. 6024) to
  1. Change office phone caller id name
  2. Set up voice mail
  3. Request a paper copy of the Campus Directory

- **Student Affairs Directory:** Contact the Vice President for Student Affairs Office to have a copy of the most updated Student Affairs Directory.

- **Email:** Gmail accounts will be automatically setup when an employee enters into the Human Resources system. HR will give the new employee temporary password. Employees can also get your Wildcat username and set your password by going to weber.edu and clicking on “Password Help” beneath the username and password spaces. To get a username, click on “Get your Wildcat Username.” Gmail tutorials can be found here: [http://staff.weber.edu/googleapps/index.html](http://staff.weber.edu/googleapps/index.html)

- **Computer:** Contact the Student Technology Assistants (ext. 8628) for assistance logging in to the computer. Supervisors can get a new employee’s computer imaged ahead of time so that he/she can log in as soon as receiving a username and password.

- **Door/Desk Name Plate/Nametag:** Order from Art Services (ext. 6374)
- **Business Cards:** Order from Printing Services (ext. 6107)
  http://departments.weber.edu/printing/

- **Maps of Campus/ Give Your Employee a Tour of Campus on Day 1**
  http://www.weber.edu/WeberStateMap/OgdenCampusMap.html

- **Access:** Contact Student Affairs Assessment to set up the employee with the tracking and survey systems if these will be used.

- **Box:** If your department uses Box, share files with your new employee. Basic training for Box can be found at https://support.box.com/hc/en-us

- **WSU Drivers Training:** If your new employee will drive as part of employment, training must be completed at http://www.weber.edu/EHS/driver_train.html

- **Wellness:** If employees are interested, they can sign up for Wellness blood work and fitness assessment at http://www.weber.edu/employeewellness/Schedule_Assessment.html. You can also let them know about the stress relief center on campus.

- **Housing:** If your new employee is moving from out of state, you can share information about moving to Ogden http://www.ogdencity.com/en/about_ogden/Live%20Here.aspx or Layton for Davis Campus employees http://www.laytoncity.org/public/LiveWork.aspx
  Housing and Residence Life may also have temporary housing.
  - If your employee is staying in housing, it’s nice to provide some basics, such as snacks, cereal bars, and maybe frozen dinners or soup so your employee doesn’t have to run straight to the store.

- **eWeber Portal:** Take some time to quickly walk through the eWeber portal with your new employees. A few features to share are those below.

  - **Leave Tracker:** Show your new employee where they can check sick and vacation accumulation and where to enter leave. Make sure to let new staff know that this is done at the beginning of every month. This also includes the Time Entry Approval System for non-exempt employees.

  - **Provisioning:** If your new employee will need to access Banner or Argos, have him/her fill out a request in the “Online Provisioning System” channel in the eWeber portal.

  - **Training Tracker:** Let your new employee know of all of the training opportunities for the different aspects of their job on campus.

  - **Tuition Benefits:** You can show new employees where to activate their tuition benefits in the portal as well as walk through your expectations on when courses can be taken (e.g., lunch hour, after hours)
☐ **Purchasing Card:** Decide if you would like your new employee to have a purchasing card. They can request this through the portal after you discuss whether the card will be used just for purchases or for purchases and travel. After you approve it, Purchasing will schedule training for your employee.

☐ **New Staff Orientations:** New staff will attend two orientation programs: First is the WSU program, which are typically held monthly. Second is the Division of Student Affairs program, which is held twice per year (typically early Fall and mid-Spring). As part of the Student Affairs program, all new staff will have an opportunity to take *StrengthsQuest*

☐ **FERPA:** If your employee has not worked in higher education before or just to offer a refresher, share information about the Family Education Rights and Privacy Act: [http://www.weber.edu/registrar/ferpa.html](http://www.weber.edu/registrar/ferpa.html)

☐ **Office Supplies:** Supplies are ordered through PawPlace which is found in your eWeber portal. For guides on how to use PawPlace, please visit the following site: [http://www.weber.edu/purchasing/guides.html](http://www.weber.edu/purchasing/guides.html) for further assistance, please contact Purchasing at ext. 6014

☐ **Introductions**
Weber State Context:
Founded in 1889, Weber State University is an exceptional teaching university providing associate’s, bachelor’s and master's degrees in business, education, health professions, liberal arts, technology and sciences to meet the needs of the region. WSU offers more than 250 undergraduate certificate and degree programs, and 11 graduate degrees.

Serving more than 25,000 students, drawn predominately from Utah but also including representatives from all 50 states and 49 foreign countries, WSU takes pride in its student-centered environment, meeting the needs of both traditional and nontraditional students. WSU graduates are broadly educated, capable and prepared for meaningful careers, graduate and professional schools, and civic engagement. The hallmark of the university is excellent teaching with extraordinary interactions between faculty and students.

A multi-campus institution, WSU’s Ogden campus, 35 miles north of Salt Lake City, features 60 buildings on 526 acres. A second campus, Weber State University Davis in Layton, Utah, is growing to meet increased needs and demands of Davis County residents. WSU Online offers courses and degree programs using technology-enhanced learning to provide greater flexibility to meet the complex needs of students balancing family and work responsibilities. Situated in the western foothills of the spectacular Wasatch Mountains, outdoor recreation and extensive cultural opportunities abound. For more information about Weber State, visit www.weber.edu.

Student Affairs Context:
The Division of Student Affairs has more than 150 full time staff members, 400 student employees and 25 departments. The division provides an array of educational opportunities, programs and services to help students learn and succeed. Many of our services and programs directly support classroom and course learning such as tutoring, testing, and supplemental instruction. Some are intended to assist students in overcoming barriers that might limit their ability to profit from learning, while others are aimed at helping students attain a holistic education and healthy lifestyle.

Our goals and initiatives include fostering student learning, building partnerships and collaborations with faculty, increasing engagement of first year students, expanding outreach to and support of underrepresented students, and enhancing student involvement and leadership.
Remind new employees to bring the following items to their meeting with HR.

1. Social Security card
2. Driver's license
3. Social security numbers and names of those you wish to put on your insurances (health and dental)
4. Names, addresses, social security numbers, and the dates of birth of the people you want to be your primary and contingent beneficiaries
5. Voided check for direct deposit
6. If you are a veteran, we need a copy of your DD214
7. A letter of creditable coverage from your present health insurance carrier, if you are insured.