



WEBER STATE UNIVERSITY

Search Committee Packet

A SUCCESSFUL POSITION SEARCH MEETS THREE GOALS:

1. The selection process is widely perceived as fair and open
2. The best qualified candidate is identified and hired
3. The final decision is legally defensible

This packet contains the following information:

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For any questions or concerns, please contact Human Resources at
X6034

Search Committee Criteria Worksheet

POSITION _____ DEPARTMENT _____

1. REQUIREMENTS

Education and Training

Doctorate _____ Masters _____ Bachelors _____ Other _____

OTHER REQUIREMENTS

2. DISCRETIONARY CRITERIA

EXAMPLES:

Teaching Ability	Familiarity with Weber State	Education (beyond minimum)
Research/Publications	Campus	Administrative Ability
Communication Skills	Multicultural Sensitivity	Energy/Dedication
	Collegiality	Racial/Gender Diversity

“H” FOR HIGHEST
 “M” FOR MIDDLE
 “L” FOR LOWEST

CRITERIA PERTINENT TO THIS POSITION	PRIORITY	Weight	PAPER SCREEN	FIRST INTERVIEW	SECOND INTERVIEW
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Total Weight:					

Diversity Statement

*As defined by the Human Resource Department
Weber State University*

The possession of an attribute or human dimension not sufficiently present in the current workforce (one that can be identified and defended) that would enhance the ability of the _____(your department) to perform its mission and achieve its vision. Inherent in “Valuing Diversity” is the assumption that a heterogeneous workforce is more in keeping with the mission and vision than a homogeneous workforce.

Legal Inquiries before Hiring

Under federal law, there can be no job discrimination based on sex, race, color, religion, national origin, or age. Consequently, there are topics you should NOT ask a prospective employee because they may be discriminatory.

Item	You CAN Ask	You CANNOT Ask
Age	Whether candidate is above minimum or maximum age	Age, birth date, birth certificate, high school graduation date
Criminal Record	Conviction record, if it relates to ability to do the job	Arrest Record
Credit Rating	Anything that directly relates to ability to do the job	Anything that does not relate to their ability to do the job
Disabilities	Anything that directly relates to ability to do the job	Anything that does not relate to their ability to do the job
Work Schedule	Willingness to work required work schedule	Willingness to work anything particular religious holiday
Marital/Family Status	Nothing	Anything
National Origin	Whether candidate can legally work in the US	Anything else
Race, Religion, Sex	Nothing	Anything
Organizations	Membership and offices held in professional organizations related to expertise	Organizations or societies candidate may belong to

Andler, Edward C. "Winning the Hiring Game" (Springfield Smith Coins Company 1992) p48.

Sample Interview Questions

Introductions:

- Position Description: Give a brief description of the position including duties, responsibilities, work hours, etc.

Goals:

- What interests you about this position?
- Tell us about your career goals, short-term and long-term.
- How do you expect to reach those goals?
- In what way would a position with _____ (company, department, etc.) meet your goals?
- What do you seek in this position that you are not getting in your present position?

Technical or Special Factors:

- Questions should be based on specialized skills, training and experience, and should be developed for each type of work which applicants are being interviewed.

Interpersonal skills/Motivation:

- How would you influence someone who is angry or upset?
- What motivates you to put forth your best effort?
- What are your strengths?
- What are your weaknesses?
- Describe a time when you were faced with problems on the job that tested your coping skills.

Job Performance/Attitude:

- If I asked former co-workers or supervisor to describe you, what would they say?
- Tell us about a particular project you worked on which you feel was your most creative.
- Describe to us a project you worked on with little or no supervision.
- Give me your definition of a team member and an example of how you are a team member.

Ethics

- Have you ever faced a professional situation that presented an ethical challenge for you?
- How did you handle that situation?
- What did you learn, and how would you handle that type of situation if you faced it, again?

Reference Checking Questions

Not all questions provided on this form may be appropriate for all searches. Use those that best fit your needs. You may make notations in the right hand column or use a separate sheet if more space is needed.

BUSINESS REFERENCE

Candidate's Name

Potential Position

Name of Person Contacted_____

Title_____

University_____

Business Phone_____ Fax_____

Reference check made by_____ Date_____

Verification

1. I'd like to verify _____'s dates of employment from_____ to_____.

2. What position did_____ hold at your institution? (title/general duties)

3. How long have you known_____?

4. Why did_____ leave the university?

****Performance****

5. Did _____ supervise other people? (How many? How effectively?)

6. What are _____'s strong points as they relate to the department/institution? What characteristics do you most admire about him/her?

7. What is your opinion of _____'s character, dependability, and general reputation?

8. How would you rate _____'s performance on a scale of 1 to 5 (5 being high) compared to other faculty/staff you have observed who are in a similar position?

9. How does he/she handle stress or handle something that doesn't go well?

10. If verifying information on a resume, read what he/she says were the duties and accomplishments with the institution, stop at each significant point, and ask the reference for comments.

11. How well does _____ relate to other people? (superiors, colleagues, students)

12. How did _____'s last department/student evaluation go? What recommended improvement areas were noted?

13. When it was known _____ was leaving, was a counter offer or effort made to try to keep him/her?

14. Who did _____ work for prior to joining your institution?

15. Is _____ honest? Does he/she possess strong personal integrity?

****Developmental****

16. What is the biggest change you've observed in _____? Where has there been the most growth?

17. Does _____ have any problem with attendance?

18. Is _____ in the right career? How far can he/she go?

19. If _____ asked you what one thing would most improve the way he/she perform on the job, what advice would you give?

20. What is the best way to work with _____ to quickly maximize his/her talents and effectiveness?

21. Everyone can improve in some way. What is one area in which _____ could improve?

22. Would you hire _____ back into their current position?

****Comments/Summary****

Sample Telephone Reference Check for a Prospective Exempt/Non-Exempt Employee

My name is _____ and I am calling from the _____ department at Weber State University. We are filling a position within our department and would like to verify some employment information on (applicant's name), who was employed by you from (beginning date) until (end date).

1. What was the nature of his/her job? _____
2. What did you think of his/her work? _____
3. What are his/her strong points? _____
4. What are his/her weak points? _____
5. How did he/she get along with other people? _____
6. Would you comment on his/her:
 - a. Dependability _____
 - b. Ability to take on responsibility _____
 - c. Ability to supervise _____
 - d. Quality of work _____
7. Why did he/she leave the position?
8. Would you reemploy? Yes _____ No _____ Why not? _____
9. Is there anything else you would like to comment on regarding (applicant's name) employment and job performance? _____

Chapter 10 Veterans Preference Law

Utah

Code

Title **Veterans**

71

Chapter **Veteran's Preference**

10

Section 2 **Veteran's preference.**

71-10-2. Veteran's preference.

(1) Each government entity shall grant a veteran's preference upon initial hiring to each preference eligible veteran or preference eligible spouse according to the procedures and requirements of this chapter.

(2) The personnel officer of any government entity shall add to the score of a preference eligible who receives a passing score on an examination, or any rating or ranking mechanism used in selecting an individual for any career service position with the government entity:

- (a) 5% of the total possible score, if the preference eligible is a veteran;
- (b) 10% of the total possible score, if the preference eligible is a veteran with a disability or a purple heart recipient; or

(c) in the case of a preference eligible spouse, widow, or widower, the same percentage the qualifying veteran is, or would have been, entitled to.

(3) A preference eligible who applies for a position that does not require an examination, or where examination results are other than a numeric score, shall be given preference in interviewing and hiring for the position.

Amended by Chapter 366, 2011 General Session

More information available at: http://le.utah.gov/~code/TITLE71/htm/71_10_000200.htm

PPM 3-5 Personnel Employment

No. 3-5	Rev. 10-02-12	Date 8-17-77
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I. REFERENCES

- Fair Labor Standards Act of 1938
- Age Discrimination
- Equal Pay Act of 1963
- Age Discrimination in Employment Act
- Title VII of the Civil Rights Act of 1964
- Executive Order 11246 (Affirmative Action)
- Rehabilitation Act of 1973, as amended
- Vietnam Era Veteran's Readjustment Assistance Act of 1974
- Americans With Disabilities Act 1990 - ADAAA 2009
- Title IX of the Educational Amendments of 1972 Utah
- Utah Antidiscrimination Act
- Utah Veterans Preference for Career Service Act
- Genetic Information Nondiscrimination Act (GINA)
- [PPM 1-5b, Selection of Vice Presidents](#)
- [PPM 1-17, Selection and Evaluation of Academic Deans](#)
- [PPM 3-1, Equal Opportunity and Nondiscrimination Employment](#)
- [PPM 3-2, Employee Definitions](#)
- [PPM 3-2a, Fair Labor Standards Act \(FLSA\)](#)
- [PPM 3-5a, Employment of Persons with Criminal Records](#)

- [PPM 3-6, Employment of Relatives](#)
- [PPM 3-8, Probationary Period](#)
- [PPM 3-10b, Layoff \(Staff Employees\)](#)
- [PPM 3-32, Discrimination and Harassment](#)
- [PPM 3-14, Hourly Employment \(Nonteaching Personnel\)](#)
- [PPM 8-6, Faculty Appointments](#)

II. POLICY

Weber State University is an equal opportunity employer. It is the policy of the University to make recruitment, employment and other employment-related decisions without regard to those classifications defined as "protected" in PPM 3-32. The affirmative action commitment of the University also requires an effort to identify and correct under-utilization of protected groups including women, minorities, veterans, and persons with disabilities.

III. DEFINITIONS

Internal Candidate: Employees of WSU including salaried, hourly employees and adjunct faculty, and employees who have been laid off in the past twelve (12) months.

Vacancy: A salaried position within the University that offers compensation and is open by virtue of the termination of an incumbent, the creation of a new position, or the enhancement of a current position.

Hiring Authority: The individual(s) who are authorized by the supervising vice president or Provost to advertise select and employ a salaried employee. Unless otherwise authorized by the Provost, the dean of each college.

Lateral Transfer: A transfer where an individual is transferring to a new position at the same grade and salary.

IV. HIRING PROCESS AND PROCEDURES

A. Weber State University shall recruit applicants from as many sources as possible and employ the best qualified person for each position in accordance with University policy and applicable state and federal statutes. The university shall provide either 5% or 10% preferences as required by the Utah Veterans Preference for Career Services Act. The university reserves the right to give affirmative consideration (not to exceed 5% of total weight) to candidates who contribute to correcting underutilization of protected classes or enhancing diversity, as allowed by law.

B. Requests to fill all salaried vacancies or a request for an exception (See Section VI of this policy) to some or all of the provisions of this policy shall be submitted to the Human Resource Department (HR). The HR Department will assist in training hiring authorities and committees to implement the appropriate recruiting procedures after receiving approval from appropriate administrators.

C. For vice-president or dean positions, the process outlined in PPM 1-5b or 1-17 respectively shall be followed subject to the other provisions of this policy.

D. For all other positions, the following requirements or recommendations apply:

1. The department chair or supervisor responsible for the hiring ("supervisor") shall initiate the hiring process by obtaining authorization from the hiring authority and then the appropriate vice-president to establish or fill a position on the department staff.

2. Following approval for the position, the supervisor is encouraged to appoint a screening committee of at least three people and diversity among the members of the committee is encouraged. The screening committee may also contain persons from outside the department. The hiring authority and/or the screening committee will determine the qualifications for this position, update the job description as necessary, review applications, interview candidates, and make recommendations to the hiring authority. Before steps are taken to communicate with qualified candidates, the supervisor shall discuss the wishes of the department with the hiring authority and obtain general agreement as to the qualifications and responsibilities of the position to be filled.

3. Application - All job applicants shall submit a completed electronic application form and other required documents as specified by the Human Resource Department prior to any consideration for employment. Candidates must also comply with the requirements for criminal background screening. Applicants applying directly to a department shall be referred to HR to complete the necessary electronic application forms.

4. Initial Screening - Only applicants meeting minimum position qualifications for the position will be considered. In case where equivalent experience, skill or education must be assessed, HR may defer to the hiring department to determine equivalency.

5. Tests - All qualifying tests for positions shall be administered or approved by the HR Department. Examples will include, but are not limited to cognitive tests, sample job task tests, language or proficiency tests.

6. Reference Checks - Reference checks are permissible and advisable so long as questions are directly related to legitimate hiring criteria. The refusal of a candidate to permit such checks may be considered as a factor in the hiring decision.

7. As part of the screening process, candidates may be invited to come to the campus for personal interviews or to participate in other campus activities in order that they may become better known and evaluated and to assure that they become acquainted with the institution and the locality of their prospective work and domicile.

8. The screening and evaluation process must apply neutral, job-related criteria consistently to all applicants through the use of the HR approved applicant rating system. A selection shall not be made prior to the completion of the posting period. When the investigation of candidates has been completed, the supervisor shall forward the recommendation of the department with all supporting documentation to the hiring authority and to HR.

9. No offers, verbal or written, shall be made to a candidate without the approval of the hiring authority, the appropriate vice-president, and the Director of AA/EO. In exigent circumstances, permission of HR may be requested to make a contingent offer to a candidate subject to review and approval by the Director of AA/EO and the vice-president.

10. The hiring authority shall submit the department's recommendation with all supporting documentation to the president, through the appropriate vice-president. The vice-president will indicate to the hiring authority the approval or disapproval of the recommendation.

11. Temporary full-time faculty appointments to positions not leading to tenure shall be made in the same manner as regular faculty appointments.

12. Offers of Employment - Offers for all vacancies are made under the direction of the hiring authority. Offers of employment shall not be made **until all necessary approvals have been obtained.**

13. Reasonable steps shall be taken to make on-campus applicants aware of job vacancies and encourage their application for career development opportunities. The following guidelines apply to on-campus applicants:

a. Only those candidates who have made formal application through the HR Department within the posting period shall be accepted as applicants.

b. The University reserves the right to give favorable consideration (not in excess of 5% of total weight) to employees of Weber State University when they are qualified and apply in accordance with PPM 3-5.

c. In the event of transfer from one department to another, immediate supervisors in both departments shall mutually agree to the date of transfer.

d. After satisfactory completion of the probationary period in their current positions, employees are eligible to apply for vacancies.

e. The hiring department shall assume the responsibility for accrued vacation, compensatory time, and sick leave benefits of transferring employees.

V. ADVERTISEMENT AREA, DURATION AND METHOD OF ADVERTISEMENT

A. At a minimum, all vacancies will remain open for a specific time period, be posted on the WSU website, and be advertised within a specified recruiting area as described below. A selection shall not be made prior to the completion of the posting period. A position may be held open past the time period by the hiring authority in conjunction with the Director of AA/EO, until a suitably diverse and qualified pool of applicants is obtained.

Type of Position	Minimum Recruiting Area	Duration	Typical Method of Advertisement
Executive, tenure-track faculty, and appropriate professional positions	National	30 Day Minimum	National newspapers, mailings, professional publications, other professional organizations' websites
Appropriate professional positions	Statewide	14 Day Minimum	Wasatch front newspapers
Classified positions	Local	10 Day Minimum	Wasatch front newspapers, Department of Workforce Services

B. A reduction or waiver of the posting period may be granted by the AVP of HR and Director of AA/EO when compliance with the posting period creates an unusual hardship or emergency for University operations and where both the AVP of HR and the Director of AA/EO feel such action is consistent with the Equal Opportunity and Affirmative Action commitment of the University.

Requests for reductions or waivers of the posting period must be made in advance according to procedures established by the HR and AA/EO departments.

Type of Position	Minimum Recruiting Area	Duration	Typical Method of Advertisement
May be used for all types of positions with the advance approval of HR and AA/EO when there is a suitably diverse and qualified pool of internal candidates.	On Campus-Campus Wide (Qualified salaried, adjunct, and hourly employees may be considered as candidates)	7 Day Minimum	
May be used for all types of positions with the advance approval of HR and AA/EO when there is a qualified pool of candidates in the department and when employment of a non-department candidate would result in the displacement of a salaried employee in the department.	On Campus-Department Only	5 Day Minimum	Personal contact by the supervisor with all qualified candidates or posting within the department.

VI. EXCEPTIONS

The AVP for HR or his/her designee, in agreement with the Director of AA/EO may waive some or all of the provisions of this policy. In order to insure that hiring normally follows regular recruitment and selection procedures, no department may create a pattern of exceptions. Exceptions may be granted for any of the following reasons:

A. A truly exceptional candidate widely recognized for outstanding achievement in a needed area of expertise is requested by the supervising vice president.

B. A highly qualified candidate from an under-represented protected class is requested by the supervising vice president for purposes of meeting Affirmative Action and programmatic needs.

C. The hiring of a spouse or significant other of an individual identified above is requested by the supervising vice president in order to meet important institutional needs.

D. The President approves a direct appointment after consultation with the AVP of HR and the Director of AA/EO to meet an important institutional need for which the individual is highly qualified.

E. The vacancy is temporary because it ends within 1 year. The AVP of HR and Director of AA/EO may allow a vacancy to be filled temporarily provided an open search is conducted within that time.

F. Reorganization generated by budget considerations or strategic necessity that creates a vacancy which, if filled by anyone other than a particular current salaried employee, will necessitate terminating the employment of that salaried employee.

G. An approved job evaluation of existing job duties generates a recommendation for a title and/or salary change.

H. A lateral transfer of an employee.

I. Internal promotions pursuant to a Career Ladder that was pre-approved by the Director of AA/EO and the AVP of HR provided they are consistent with the university's Affirmative Action Plan.

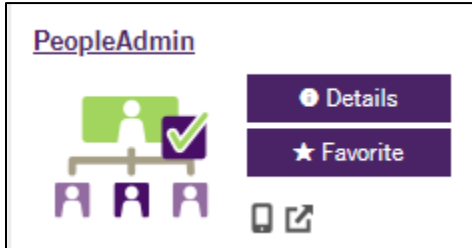
J. Transfer or re-employment of an employee in accordance with the PPM 3-34, American's with Disabilities Act and Section 504 Request for Accommodation and PPM 3-29a, Family and Medical Leave.

K. Hiring members of an athletic coaching staff by the head coach of that sport provided recruitment efforts are consistent with the university's Affirmative Action Plan.

L. The recall of an employee who had been laid off, or placement of an employee with preference for re-employment or transfer per PPM 3-10b.

How to Rate Applicants in PeopleAdmin & Applicant Rating System

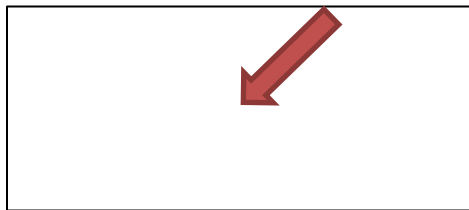
1. To view applicant materials, login to the eWeber Portal and click on People Admin, which can be found in the Human Resources category of the portal.



2. Once logged in, change your user group to Search Committee Member (upper right corner of the screen) and the module to Hire (upper left corner of the screen).



3. Hover over the Postings option and select the position type (faculty, staff, etc.) of your search.



4. Select the position title of your search.

> ^ v x Position Title	Requisition Number	Department	Active Applications
Administrative Specialist III	S00004P	Communication (22200)	0

5. Click on the Applicants tab to view a list of current candidates, their applications, and other materials.

Posting: Administrative Specialist III (Staff)
Current Status: Posted
Position Type: Staff
Department: Communication
Created by:
Owner:

Summary | History | Applicants | Reports | Hiring Proposals

add a new column to the search results, select the column from the drop down list.

Saved Searches ▾

Applicants ✕

All Applicants* 16 Selected records 0 ✕ Clear selection?

Applicant Last Name	Applicant First Name	Documents
Doe	John	Resume, Cover Letter
Doe	Jane	Resume, Cover Letter

6. In a separate browser window, login to the eWeber portal and select the Human Resources category (left-hand side of the screen).

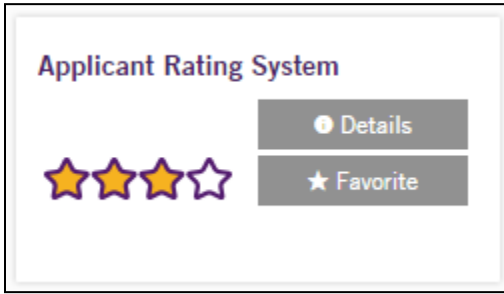
Favorites

Frequently Used

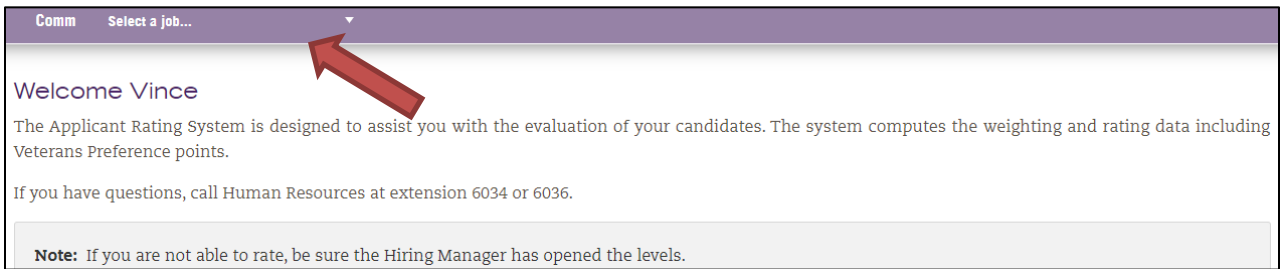
Categories

- Featured
- Browse All
- Academics
- Accounts
- Administration
- Admissions
- Campus Life
- Directories
- Financial Aid
- Human Resources

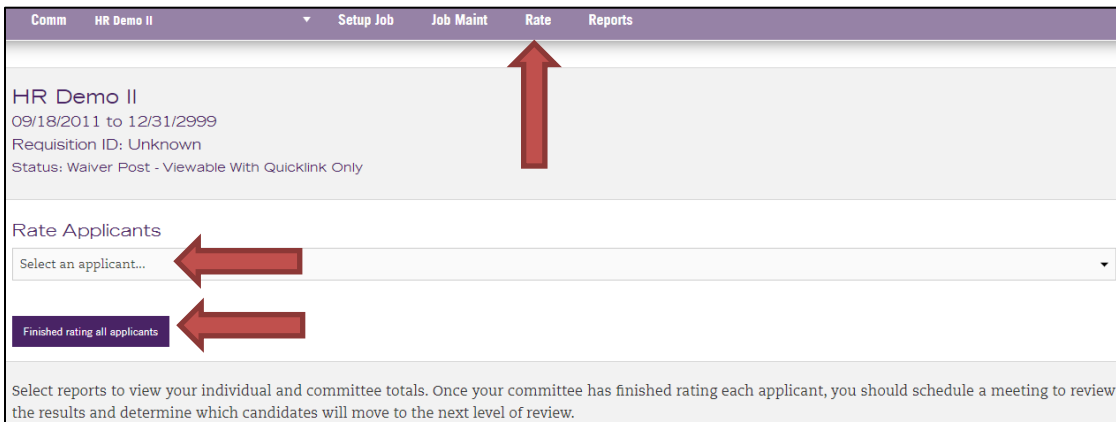
7. Click on the Applicant Rating System application.



8. The WSU Applicant Rating System will open. At the top of the screen, select the job to be rated.



9. To rate candidates click the Rate button and select an applicant from the drop down box. After all the applicants have been rated, select the Finished Rating All Applicants button.



10. Rate the applicants using a 0 to 5 scale, 5 being the highest. If a committee member is unable to be part of an interview or the paper screening process, their individual scores can be averaged with the rest of the committee's ratings by having the absent committee member click on the applicant names, but not doing anything with the ratings. Please note that ratings save automatically. There is no save button.

Note: You will rate each applicant for each criterion on a scale of 0-5. (5 is the highest)

Description	Scale	Level
Written/Oral Communication Skills	<input type="text" value="3"/>	Paper Screen
Detail oriented	<input type="text" value="3"/>	Paper Screen
Longevity	<input type="text" value="3"/>	Paper Screen

