

Permanent Employment

Filling an FTE vacancy & other actions

When an Employee Gives Notice

- ▶ Forward the resignation or retirement letter in a timely fashion to HR at HRHelp@winthrop.edu. Doing so
 1. helps ensure the employee's last check is correct and includes any leave payout to which the individual is entitled.
 2. gives HR ample time to ensure a smooth transfer of benefits and leave for individuals transferring to another state agency.
- ▶ Initiate an End epaf to terminate the employee's assignment. If the employee has accepted a position in another department, that department will initiate a Change in Employment epaf to transition the person.
- ▶ **When a Supervisor Leaves.** Indicate in the Remarks/Comments box of the End epaf who will take over the supervisory duties (timesheets/leave reports and performance evaluations) during the vacancy. If the employee is moving to another department, send email to HRHelp indicating who will be assuming the supervisory responsibilities.

Filling A Staff Vacancy

Position Description

- ▶ The supervisor should review the position description in PeopleAdmin and make any necessary updates.
- ▶ The position description drives a position's classification and salary, so the job purpose, required and preferred qualifications, and job duties, including percentages, must be as accurate as possible.
- ▶ Instructions on navigating the PeopleAdmin Position Management module can be found on the HR website under Position Management, selected from the Processes and Resources drop-down menu.

Personnel Requisition

- ▶ Personnel Requisitions are used to fill positions that have been vacant for less than a year.
- ▶ It is the supervisor's/department's responsibility to secure all required signatures—department head and/or dean and divisional vice president—before sending the form to the Budget Office; the Budget Office forwards the completed form to HR. The Budget Office will not sign off on a personnel requisition until the End (or Change in Employment) epaf has been initiated.
- ▶ Once HR receives the completed personnel requisition, the Employment Manager reviews the position description to confirm the classification and market data matches, determines the competitive median and salary range, and prepares the Request to Post.
- ▶ The Request to Post is reviewed by HR leadership before being presented to the President for approval.

Request to Establish New Position

- ▶ Request to Establish New Position form is used for new positions and those that have been vacant for a year or more.
- ▶ These forms are not available online; please contact the Employment Manager.
- ▶ The supervisor/department:
 - Enters the Winthrop Title, Total FTE Requested and Proposed Salary in the top section,
 - Completes Sec. A—Rationale for Establishing New Position,
 - Secures the appropriate signatures—Vice President or Dean, President or Provost, and Vice President for Finance & Business Affairs, and
 - Forwards the completed form along with a position description, including job purpose, required and preferred qualifications, knowledge, skills and abilities, and job duties, including percentages (in increments of five), to the Employment Manager.
- ▶ The Employment Manager reviews the position description to determine the classification and salary range and prepares the Request to Post.

Notes

- ▶ All personnel requests received by noon Monday are prepared for the President's review/approval the following week (usually Tuesday).
- ▶ The Employment Manager or Employment Specialist notifies the supervisor/department once the President reviews the request.

Posting a Job

- ▶ Job Vacancy Notice (JVN). The employment team creates the JVN, or posting, using the updated position description in PeopleAdmin and forwards it to the Hiring Supervisor for review.
- ▶ Screening Questions. A posting may include up to five screening questions, which are part of the official application process and help identify the most qualified applicants.
- ▶ Closing Date. Per state regulations, the minimum is five business days.
- ▶ Posting. Once the supervisor reviews the JVN and screening questions, the job is posted on the Winthrop job page (PeopleAdmin), the HR bulletin board and the state jobs website.

External Postings

- ▶ Inside Higher Ed and Indeed automatically pick up our postings.
- ▶ Hiring supervisors/departments are welcome to post an ad with a link to the PeopleAdmin posting on other listservs and websites at their expense.
- ▶ HR sends supervisors/departments a direct link to their posting for use on external listservs and websites.
- ▶ Any external ad must include the EEO Statement.
- ▶ HR can help departments draft external ads.

Applicants

- ▶ **Referred Applicants.** Once a posting closes, HR reviews all applications and refers anyone who meets the minimum requirements, as outlined in the JVN.
- ▶ The Employment Manager/Employment Specialist ensures all searches follow equal employment opportunity (EEO) and fair employment practices and are consistent with Winthrop policies and procedures. The Employment Manager also assumes the role of Affirmative Action Representative in the staff hiring process, providing guidance and direction with regard to the university's commitment to affirmative action and the hiring supervisor's responsibilities, as outlined in the South Carolina Human Affairs Commission guidelines.

Interviews

- ▶ Once applicants are referred, the hiring supervisor reviews applications and coordinates/conducts interviews. The Employment Manager can provide information on legal and effective interviewing and is available to participate as a member of the search committee.
- ▶ Please note that it is not Winthrop policy to conduct courtesy interviews. Applicants, including internal applicants, who do not meet the minimum requirements outlined in the JVN cannot be interviewed.
- ▶ Once a candidate has been selected, the hiring supervisor should conduct reference checks (for both internal and external applicants). To be most effective, reference checks should include current and former supervisors whenever possible.

Making An Offer

- ▶ If the reference check is acceptable, the supervisor moves the selected candidate from a status of Interviewed to Recommend for Hire.
- ▶ HR creates the hiring proposal, which includes the starting salary and tentative start date.
- ▶ Keep in mind that permanent, FTE staff start on the 1st or 16th of the month or the first business day thereafter if the university is closed on that date.
- ▶ Once the hiring proposal is transitioned, the hiring supervisor can make the unofficial offer, which is contingent on a successful background check, submission of the student-loan default certification, receipt of official transcripts, when appropriate, and approval of the epaf.
- ▶ If the applicant accepts, the Hiring Supervisor moves the candidate to Accept.

Counter Offer

- ▶ If the selected candidate counters the unofficial offer and the department wants to meet the counter offer, the supervisor submits to the Employment Manager a written justification for the higher salary based on the candidate's qualifications, as compared to the requirements outlined in the JVN, along with confirmation from the Dean or Vice President that the additional funds are available.
- ▶ Counter Offers are prepared by HR for approval by the President.

Onboarding

- ▶ Once the selected candidate is moved to Accept in the system, HR initiates the background check and the I-9 and collects other pre-employment paperwork, including the Student Loan Default form and transcripts.
- ▶ If the selected candidate is an internal applicant, the department initiates the epaf as soon as the unofficial offer is accepted.
- ▶ HR notifies the department to initiate the epaf once the background check is complete and acceptable for hire.
- ▶ At that time, the supervisor also must move all applicants to a final disposition in the system. Epafs will not be approved until this step is complete.
- ▶ The official offer is made once the epaf is fully approved.
- ▶ Employees receive a copy of the approved epaf, which currently serves as their “offer letter.”

Closing Out the Search

- ▶ HR closes out the search and notifies non-selected applicants (via automated email) when the epaf is approved.
- ▶ Supervisors are welcome to personally inform applicants who were interviewed but not selected.
- ▶ We recommend providing a neutral, nonspecific reason. For example, “Thank you for applying, but we have decided to pursue another applicant whose qualifications more closely meet our needs at this time.”

Faculty Hires

- ▶ HR becomes involved in the faculty hiring process once the Provost's Office forwards a signed copy of the offer letter.
- ▶ At that point, HR sends an initial email regarding the background check, I-9 and Student Loan Default form. HR does not request faculty transcripts.
- ▶ Once the background check is complete, HR notifies the department to initiate the epaf and reaches out to the employee to initiate the onboarding process.