The Hiring Process for Classified Positions

**Additional Resources**

*University Policy Number 2224* - Recruitment and Hiring of University Employees

*Procedures for Policy 2224*

1. Before beginning the recruitment process, make sure the Employee Work Profile (EWP) is up-to-date and submit Position Maintenance Form to the budget office if this is a new position. Complete the [request to recruit](#) via eWork, and add the search committee members, interview questions, and activate the guest user function if applicable.

2. The Department Approver will then submit the job posting to Human Resources for posting approval.

3. Human Resources and Payroll approves the job posting and posts it on eWork.

Note: Classified positions are [posted on eWork](#) for at least 5 business days for internal postings and 10 business days for external postings. All ads are automatically posted on the [Washington Post](#), [HigherEdJobs](#), and the [Mid-Atlantic Higher Education Recruitment Consortium](#) jobs website. Any additional [outside advertising](#) requested by the department is placed by Human Resources and Payroll. Hiring departments are responsible for the cost of any outside advertisements.

4. Applicants apply.

5. All members of the search committee must attend [training](#) offered jointly by Human Resources and Payroll and the Office of Equity and Diversity Services. Search committee members review applications. Hiring Authority changes [applicant statuses](#) as appropriate (not hired, selecting the applicable [Reasons for Not Selecting](#), interview pending, interviewed, or finalist). Interview questions are finalized and added to eWork, if not previously done.

6. Search committee [contacts candidates](#), [conducts interviews](#) and selects finalists. Hiring Authority updates the status of finalists in eWork.
(7) Once a candidate is agreed upon, complete the Classified Hiring Proposal.

Note: Be sure to physically send the hiring matrix, interview questions (and answers), and reference checks around the same time as the offer being submitted. Please use the search completion form as a cover letter for the materials. These items need to be sent to Human Resources & Payroll, Attn: Talent Acquisition Team, MSN 3C3, at or by the conclusion of the process:

A) Hiring Matrix: a document that indicates how the review of applicants was handled with respect to the position. A sample of a hiring matrix can be found at here.

B) Interview Notes: includes phone/in-person interview notes from search committee members, hiring authorities, or anyone else involved in the search and interview process.

C) Reference Checks: a reference check with the current and at least one former supervisor of the finalist should be completed prior to submitting the offer for HR approval. A sample of the reference check form can be found here for the general and here for advanced.

(8) Hiring department notifies unsuccessful candidates of non-selection.

(9) Human Resources and Payroll maintains recruitment file for three years.

Note: For hourly wage positions, these items are not required however we do encourage that reference checks be completed and housed in the hiring department.