**A&S Staff Hiring Process Memo – August 2019**

1. **Required Documentation**: When you identify the need for a DORR action, you will need to determine the action type, provide a position description and approval for an identified hire (if applicable).

*Action Type*: To determine the action type needed, refer to the descriptions below. If you

have any questions on the type of Action, please contact Kayleigh:

Straight Replacement: A currently budgeted position from which an incumbent is leaving. No changes to the position description may be made.

Existing Review & Recruit: A currently budgeted position from which an incumbent is leaving, accompanied by changes to the current duties, title, or schedule. If duties are changing by more than 50% in nature, the New Position action type must be used instead.

New Position: A newly created position, an additional FTE of an existing position, or revisions to a currently budgeted position from which an incumbent is leaving and the duties are different in nature by50% or more. Requests for New Positions must be accompanied by an updated

org chart.

Equity Review: A current position in which no changes are requested to the position description, but a market or internal equity review of the incumbent's salary is requested.

Requests for Equity Reviews must be accompanied by incumbent's updated resume and departments updated org chart.

Reclassification: A request to review an occupied position due to changes in the incumbent’s duties or title which may or may not result in a change to position classification. Requests for Reclassifications must be accompanied by incumbent’s updated resume and an updated org chart.

Temporary Position: Employees have a temporary status if working on an “as needed” basis, or when working either full or part-time with the understanding that the employment will normally terminate within nine months from the start date.

*Position Description*: If you do not have a copy of the current position description, Kayleigh can also assist you on obtaining one. For new positions or for assistance in crafting position description language, a few sample descriptions are available as a guide on the Human Resources Web site

at: <https://www.dartmouth.edu/~hrs/position/descriptions.html>

Kayleigh can assist you with position description development and may refer you to Kate Soule when appropriate.

*Identified Hire*: If there is an identified hire proposed for this position, authorization must be obtained from our HR Consultant, Michael N. Hoyt, <Michael.N.Hoyt@dartmouth.edu>. Please forward this authorization with your request for a DORR action.

1. **Recruitment Form**: With the action type and position description in hand, please fill out the Position Recruitment form to specifiy the necessary details for the position:

(<https://www.dartmouth.edu/finance/documents/employee_services_tab_documents/position_recruitment_form.pdf>)

1. **DORR Entry and Review**: Email the recruitment form and the position description (and identified hire authorization if appropriate) to the main ASFC email account: [Arts.and.Sciences.Finance.Center@dartmouth.edu](mailto:Arts.and.Sciences.Finance.Center@dartmouth.edu).

The action will be reviewed an uploaded by Kayleigh for approval by Kate Soule and Chris Strenta. The action will then be reviewed by the HR Compensation team and the Budget Office. At this point a salary range for the position will be determined by HR Compensation in consultation with Kate Soule. Once the position has been reviewed and approved, the action will be forwarded to Kayleigh and HR for posting.

1. **Search**: If the position is an identified hire, Kayleigh will send the hiring manger an email with a link for the identified hire to apply.

If the position will be advertised, Kayleigh will send an email to the hiring manager with DORR guest access information.

At this point, the hiring manager may wish to contact the HR Talent Acquisition office for assistance with advertising, recruiting applicants, phone screenings, etc. Our talent acquisition contact is Monique Y. Henriques [Monique.Y.Henriques@dartmouth.edu](mailto:Monique.Y.Henriques@dartmouth.edu),

The hiring manager, in conjunction with Talent Acquisition and/or a search committee, will conduct the search and decide on an applicant for hire.

1. **Candidate Selection and Closing the Search**: When you have selected a candidate you wish to hire, please notify Kayleigh, with the following information:
2. Request to close the position posting from the web
3. Name of selected candidate for hire
4. Request for applicant names and addresses (and, if needed, rejection letter templates) for sending letters to non-selected applicants
5. Outcomes statuses of your non-selected applicants:

Applied in error/incomplete application materials

Ineligible (external or non-union)

Did not meet minimum qualifications

Not interviewed – withdrew

Not interviewed – less qualified/experienced

Interviewed – withdrew

Interviewed – less qualified/experienced

Interviewed – not selected, reference/background check

Interviewed – offer declined

Kayleigh will select your preferred candidate for hire and code the other applicants as indicated.

1. **Professional References**: Professional references are required to be contacted for selected candidates, for all staff positions. Kayleigh will submit the candidate's name, email address, and position title to initiate the required online reference checking process from our vendor SkillSurvey PreHire360 which is administered through HR Talent Acquisition.

The candidate will be contacted by a SkillSurvey email to provide their professional reference contacts. Reference feedback is electronically collected in an easy-to-read report that is received by you, as the hiring manager/supervisor.

The hiring manager is also responsible for contacting the candidates current or most recent previous supervisor for a reference If requested by a final candidate, the reference check with the candidate’s current supervisor may be deferred until after a conditional offer of employment has been extended.

Please see: <https://www.dartmouth.edu/~hrs/pdfs/references_proficiency_testing.pdf> for more information.

1. **Salary Setting**: If the SkillSurvey PreHire360 report and the additional reference information is satisfactory, please contact Kayleigh to begin the salary setting process. Please indicate if you have a preferred salary range. She will review the action to make sure all the necessary steps have been completed to this point and will then advise Kate Soule that salary setting may be initiated. Kayleigh will also ascertain at this time whether a background check will be necessary. Kate Soule will submit a salary setting action through DORR. Once HR Comp approves the salary setting, Kate Soule will write to the hiring manager with the salary setting results and next steps. You may now extend an offer to the candidate, but you must inform them, if applicable, that employment is contingent on the satisfactory outcome of the background check.

You are not authorized to discuss salary or make an official offer to the candidate until you have received notice from Kate Soule that salary setting is complete. If necessary, you may tell a candidate that you are working with HR to develop an offer at this stage.

1. **Background Check**: Background Verification is a requirement of all staff hires, including temporary positions. An offer of employment is contingent upon the successful completion of a background check. This requirement can be waived if the candidate has had a background check by Dartmouth within five years or if the candidate is a high school student.

For additional questions on Dartmouth's background check policy, please see Human Resources Background Checks policy at: https://www.dartmouth.edu/~hrs/employment/recruitment/resources.html

If a background check is necessary, the candidate will be contacted via email from our background check vendor, HireRight. The candidate should respond to the HireRight with the appropriate information and then inform the hiring manager that they have completed this step.

The hiring manager will then notify Kayleigh Clough that the candidate has provided the background check information. Kayleigh will confirm the candidate’s background check status with HR.

1. **Onboarding Checklist**: The Onboarding Checklist (<https://www.dartmouth.edu/finance/documents/employee_services_tab_documents/onboarding_checklist_general_admin.pdf>) is designed to guide manager through effective onboarding of a new employee. Responsibilities outline responsibilities of the Manager and a Peer Partner from prior to the employee’s first day through the first month.
2. **Payroll Authorization**: Once the candidate’s background check status has been verified or when it has been determined that a background check is not necessary, Kayleigh will provide you with a list of the information needed for the payroll action, completing those items to which she has access. Please fill in the other elements and send the information to Arts.and.Sciences.Finance.Center@dartmouth.edu for processing.

The elements are:

• Action (New Hire, Re-Hire, Transfer, Revise Pay Rate, Additional Pay, or Special Rate):

• Last Name:

• First Name:

• Middle Initial:

• People Group (Non-Exempt or Exempt):

• Employment Status (Regular or Temporary):

• Dartmouth ID (if available):

• Begin Date:

• End Date:

• Rate of Pay (hourly amount): $

• Number of Hours Per Week:

• Number of Months (if Term or Temp):

• Chart String (list GL or PTAEO):

• Position Title:

• Position Number:

• Building Location:

• Hinman Box #:

• Room #:

• Home Legal Residence, cannot be a PO Box:

• Home Legal Mailing, can be a PO Box:

• Telephone #:

• Department Contact Name:

• Department Contact Phone Number:

• Kronos Supervisor(s):

• Department Comments:

If your employee is a New Hire, please contact the ASFC by phone at (603) 646-2028 to provide the Social Security Number and Date of Birth of your New Hire.

Access to finance systems (IRA, e-procurement, p-card, etc), requires these steps: <http://www.dartmouth.edu/~fincenter/arts-sciences/finsys.html>

1. **Hire Letter**: Human Resources will provide the staff hire with a formal information letter.

dartmouth.edu for processing.