

Staff and Executive Hiring Packet

Utah Valley University is an Affirmative Action / Equal Opportunity / Equal Access Employer.

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Step 1 - Advertising

Pre-Requisition

Before a requisition can be created, the supervisor must review the current job description in the position description library. If the job description matches what you would like to post, you will create a requisition in UVU.JOBS. If you want to change the job description, you must make those changes in the position description library before creating a requisition. You will contact the Compensation team to complete a Compensation Action Request form (CARS) if you want to change the title, pay grade, or minimum qualifications. If changes to the job description are more than 30%, a CARS form must be completed. The CARS form must be approved and updated in the position description library before you create a requisition. To further review the job description process, visit the [Compensation Changes](#) page of the Compensation and Classification website within myUVU Workplace.

Create Requisition

1. Log into myUVU Workplace and select Employee Resources.
2. Under People and Culture, select Hiring & Employment Changes > Filling a Vacancy > UVU.JOBS.
3. Select 'Create a Requisition' From the OHC (Online Hiring Center) Dashboard.'
4. Complete all required fields within the requisition.
5. Select 'Save & Continue' to the next step.
6. Under 'Approvers,' select the pencil edit icon next to Supervisor and list the required supervisor(s) that must approve the requisition. Note: Multiple approvers can be added to any approval step, but the first one to support it will approve it for all. Should you need individuals to approve it separately, you will want to add another supervisor group.
7. Select 'Save & Continue' to the next step.
8. Upload any attachments (such as specific advertisement language, job descriptions, etc.) Recommended Position Announcement Template Language can be found in [Appendix 1](#).
9. Click 'Save & Submit.'

Requisition Fields

- **Desired Start Date:** The date you want the new employee to start (leave blank if unsure).
- **Hiring Manager:** Anyone needing access to move applicants through the system. This is typically the Search Chair and Admin over the search.
- **Search Committee Chair:** The individual who will be chairing the search (also listed under Hiring Manager)
- **Search Committee Member(s):** Any individuals who will participate in the hiring process.
- **Job Type:** Must match the job description
- **List Type:**
 - Regular – External and Internal advertisement
 - Promotional Only – Waiver of Advertisement
 - Departmental Promotional Only – Job Family Promotion
 - Transfer – Current UVU Employees Only
- **EEO/Census Data Template:** People and Culture will complete, leave blank.
- **Requested Posting Start Date:** Will be adjusted based on approval date (must follow advertisement duration listed below).
- **Requested Posting Close Date:** Will be adjusted based on approval date (must follow advertisement duration listed below).
- **First Review Date – Optional:** Applicants applying before this date will be given preference (must follow the advertisement duration listed below).
- **Position Grade:** Must match Position Description.
- **Required Documents:** Defaults to “Resume Only;” select all that apply.
- **Optional Documents:** Select all that apply.
- **Supplemental Questions:** Any specific questions you want applicants to answer as part of their application.
- **Additional Advertisement:** Outlined below under Ad renewals and additional publications.
- **Waiver Request:** Select eligible waiver if requesting.
- **Waiver Request Justification:** Add the required rationale for approvers to review the request.
- **Advertisement Language:** Provide any language you want to be included in the advertisement (this can also be added as an attachment before submitting). Sample language can be found in [Appendix 1](#).
- **Position Details:** Click Add Position Detail to add vacant position number(s). Include the first and last name of the individual who vacated the position. If a new job, put N/A for first and last name.
- **Comments:** Add any comments you want People and Culture to see.

Advertisement Duration:

People and Culture will automatically advertise a position for seven (7) calendar days. Please work with your People and Culture talent representative if you require additional advertising time. If the job needs to be advertised internally, provide that information in the comment section of your requisition.

Ad Renewals and Additional Publications:

If you want to run an ad through specialized publications, please insert publications on the Requisition. In the text box, provide where you would like to advertise the job, publication information, and billing index number to the requisition being created. Your department budget will be billed for these specialized publication postings and any renewals/extensions required.

Requisition Process Language

- **Draft** – With originator, not submitted for approval.
- **In Progress** – Going through the approval process.
- **Approved** – All approvals received, ready to advertise (in the People and Culture Queue).
- **Open** – Advertisement has been created, and applications can be received.

Step 2 - Search Committee and Evaluation Set-up

Once the requisition is officially open, populate Search Committee Members and set Evaluation Criteria within the Hire Workflow (Hiring Managers).

1. Logged into UVU.JOBS, click 'Recruiting.'
2. Under My Requisitions, click 'Job Title.'
3. Select 'Hire Workflow' and then click 'Customize Workflow.'
4. Click the pencil icon on 'Committee Review.'
5. Under 'Raters,' click on 'Populate Search Committee.'
6. Set evaluation type (star rating, pass-fail, percentage, etc.) and passing scale.
7. Turn "Rating Criteria" on to enter the determined evaluation criteria (if not using the system, all rating criteria must be submitted to People and Culture after the search).
8. Follow the same steps to update committee members and evaluation criteria for the Interview workflow step.
9. Add any additional steps (second interview, phone interview, etc.).

Step 3 - Evaluating Applications

Pre-Interview Evaluations:

Every Search Committee Member will score ALL applicants based on the minimum qualifications of the job description. Scoring varies by Rating Type and Rating Criteria setup within the UVU.JOBS system.

The hiring manager has three types of Scoring options.

1. **Pass/Fail:** The evaluator indicates if each applicant passes or fails the evaluation. This option only allows for one person on the committee to evaluate applicants and does not provide differentiation between people who pass. This option should only be selected if doing a pre-screening review of minimum qualifications before the committee review.
2. **Star Rating:** The evaluators indicate where each applicant falls on a scale of one to five or one to ten stars.
3. **Percentage:** The evaluators indicate what percentage of the qualifications each applicant meets.

Score/ Rank:

Each committee member will complete the pre-interview and post-interview scoring online within the applicant tracking system. **All applicants who apply before the Review/Close date must have a pre-interview score recorded.**

Access to Applications:

Applications will be available to the Committee Members once the Hiring Manager moves all referred applications in the workflow to 'Committee Review.' If the Hiring Manager does not move all referred applications to 'Committee Review,' the committee members cannot view the applications. Some applications will be screened out automatically because of automated screening questions. To access the applications in UVU.JOBS:

Screening Procedures:

- **Training:** All committee members must be current on the [*UVUHire: Search Committee*](#) training. All Search Chairs must also be at the [*UVUHire: Search Chairs*](#) training.

- **Committee:** Applications are reviewed and scored by each Committee Member. Once the committee has reviewed and scored the applicants, the Hiring Manager will determine who will pass the interview stage. The Hiring Manager must then move the applicants in the workflow to 'Interview.'
- **Veterans' Preference:** If a candidate claims Veterans' Preference on their application, you will give an additional point (or percentage) during the pre-interview scoring.
- **Determine whom to Interview:** The Hiring Manager will total all scores to find the natural breaking point. All applicants who fall above the natural breaking point must be interviewed.
- **Move in Workflow:** The Hiring Manager will move each applicant in the workflow screen to reflect their current state, i.e., interview, reject, etc.

Step 4 - Interviewing

Preparing to Interview:

Hiring Workflow: The Hiring Manager must customize the interview workflow's rating type and criteria. To customize the Interview stage:

1. Click 'Hire Workflow' and select 'Customize Workflow.'
 2. Select the pencil icon to edit and fill out Step Details
 3. Proceed to the scheduling step or click 'Save & Close' if you are not using the scheduling system.
 4. Optional: Set up interview slots, turn on 'Pre-configure Interview Slots,' and click 'Save & Close.'
 5. Optional: Set up applicant self-scheduling, turn on 'Pre-configure Interview Slots,' and turn on 'Allow Candidate to Self-Schedule,' fill out step details, and click 'Save & Close.' Note: If using self-scheduling, you must send the applicants a notice (template created).
- **Search Committee:** The search committee consists of at least two people. The search committee can consist of two or more committees (i.e., a committee to evaluate and screen and another to interview and recommend).
 - **Scheduling Applicants for Interview:** Ask if any accommodation is needed. This is also an excellent time to give the applicant a brief job description and confirm some basics, e.g., full-time, part-time, number of hours, location, etc.
 - **Core Questions:** Prepare a core set of interview questions for every applicant. Some questions are recommended to determine how well the applicant meets the position's knowledge, skills, and ability requirements. Questions designed to reveal motivation and manageability may also be appropriate. All supervisory positions should include at least 30% of questions relating to leadership experience and methods. [Sample interview questions](#) can be found in the Hiring Toolkit of the Filling a Vacancy website within MyUVU Workplace. A final version of the core questions must be turned in to People and Culture at the end of the search.
 - **Application/Resume Questions:** It is appropriate to ask candidates application-based questions, especially regarding gaps in employment history and reasons for departure from previous positions.
 - **Tests:** Pre-employment assessments other than the interview must be approved by People and Culture ahead of time.
 - **Benefits:** Provide all of your interviewees with the [UVU Recruitment Benefits Summary](#) found in the Hiring Toolkit on the Filling a Vacancy Website within myUVU Workplace.

Interviewing Procedures:

- **Interview Plan:** You can conduct one or more interviews. A virtual (Teams) or telephone interview may also be used if the candidate cannot reasonably come into the facility for a face-to-face interview.

- **Campus Visits:** The Search Chair will obtain approval for any out-of-pocket interview-related expenses per university policies and procedures. [Note: Utah state law does not allow institutional funds to be used for payment for alcoholic drinks.] The search committee will arrange any campus tours, transportation to and from the airport, meals, and community visits. Internal candidates must be given the same treatment as external candidates. The hiring agent may choose to have candidates meet with other groups on campus and is encouraged to schedule a short visit with the Faculty Center for Teaching Excellence as part of the candidate's campus visit. The search committee is responsible for sending candidates, in advance of their travel, a written document about the interview process, the individuals or groups with whom they will be meeting, travel arrangements, campus tour activities, and information about the University and Utah County. The search committee should also inquire whether the candidates need unique accommodation and make any necessary arrangements. For accommodations, contact People and Culture.
- **Asking Questions:** Use the core questions with each applicant. Appropriate non-discriminatory follow-up questions to applicant responses are permitted.
- **Reference Checks:** References for the top final applicants should be gathered through [SkillSurvey](#). The Hiring Manager or Search Chair must input the final applicants into [SkillSurvey](#). When all references are returned, a report will be generated for review.
- **Documentation:** In UVU.JOBS, record the post-interview scores for each applicant interviewed, rate the applicant, and add additional comments if needed. Final scores should include all relevant information up to and including the interview. All search documents need to be submitted to People and Culture.
- **Move in Workflow:** Change applicant status for those not selected to "Reject (send notification)." If you turn on 'Automatic Notice,' a regret email will be sent from the system. Or change their status to "Rejected" and turn off 'Automatic Notice' if you inform the unsuccessful applicants another way, i.e., by phone call or email. This status change can wait until the final candidate accepts an offer.

Step 5 - After the Search (Selecting a Candidate)

Offer the Job:

- **Salary Recommendation:** Move the final candidate "Offered" to recommend the candidate be offered the position. A Compensation Analyst will prepare a salary recommendation before the offer can be made to the applicant.
- **Make the Offer:** Make a contingent offer to the final candidate.
- **Consider Equity Impact:** Consider pay equity within your area. Consult with your supervisor about an appropriate pay rate. Verify that you have sufficient funding.
- **Move to Hire Workflow:** Once the offer is accepted, move the finalist to "Hired" so the background check and other processes can be initiated promptly. You can check the status of your new hire by selecting the hire status button.
 - **Hire Status:**
 - **Hire in Process** – Waiting for new hire paperwork to be sent out.
 - **Hire Awaiting Authorization** – Paperwork and Background Check sent to the new hire, awaiting completion.
 - **Hire Authorized** – New hire paperwork complete.
- **New Hire Paperwork:** People and Culture will initiate the background check and new hire paperwork. All offers of employment are contingent upon completing a background check and the federal I9 form. Candidates cannot begin work before the background check is returned and cleared.
- **Submit ePAF:** Submit the hire ePAF for approval.

Step 6 - Concluding the Search

Document the Search:

- **UVU.JOBS powered by NEOED:** Change the status of **ALL** remaining candidates in the pool to the appropriate workflow state (rejected). People and Culture will move the finalist to “Hired - Authorized” upon completing the background check and new hire paperwork.
- **Submit Search Documentation:** Send any search documents used outside the system, such as lists of interview questions, reference check forms, test results, and any other search material, to your People and Culture talent representative for archiving.

On-Boarding:

- **Before the First Day:** The following must be completed on or before the new hire’s first day of work:
 - People and Culture will send a background check to the candidate for completion.
 - People and Culture will send electronic new hire documents to the candidate for completion.
 - The candidate must complete the Federal I-9 form in person in the People and Culture office by providing two forms of identification as outlined by the federal guidelines. The candidate cannot be set up as an employee in our systems until this is complete. Having them complete this BEFORE their first day of work will expedite this process.
- [Department Onboarding Checklist](#): This checklist ensures everything is ready for your new hire before their first day.
- [New2UVU](#): This website is organized into information your new employee needs to know after they accept a position, their first day, first week, first month, and if they are moving from out of state or new to higher education.
- [New Faculty Checklist](#): Share this with your new employee to ensure they do everything they need to be ready to start on their first day.
- [New Faculty Guidebook](#): This guidebook is organized into more detailed information your new employee needs to know after they accept a position, their first day, first week, first month, and if they are moving from out of state or new to higher education. If your new employee supervises any employees, please refer them to the [New Supervisor Guidebook](#).
- New Faculty Orientation: Every August for full-time faculty and every August and January for adjunct faculty. Reach out to the Faculty Development offer for additional information.

Appendix 1 – Sample Position Announcement Language

UVU Job Posting Template Language

Sample language to include in position announcements.

First Line | Attention Grabbers

- Join the team that is redefining higher education
- Be part of helping students achieve their dreams
- Talented? Passionate? We have a place for you!
- We are all about student success. Want to join us?
- If you want to accomplish exceptional results in an inclusive environment – UVU has an opportunity for you.
- There is no better way to shape the future than to help college students succeed. Join us in that quest.
- If you are looking for meaningful work, great co-workers, competitive pay, and excellent benefits – we have a position for you.
- At UVU, a job is more than a job. It is your chance to work with motivated, passionate professionals committed to student success.
- Do you want to join a team of spirited professionals working toward a shared goal of student success?
- Are you a motivated professional looking for a fulfilling higher-education position? Join our like-minded staff who are passionate about student success.

“About UVU” Templates

Version 1 – Success

UVU, Utah’s largest university, combined innovation and engaged learning to power student success. We invite students to come as they are because we have a place for everyone. Be part of a team that helps students achieve their dreams.

Version 2 – Human Potential

Create success! At UVU, we believe every individual has tremendous potential. We are an open-admissions school, so everyone is welcome. As an integrated community college and teaching university, we offer everything from certificates to master’s degrees. Our faculty are not just teachers — they are student mentors. Our goal is to help our students, a third of whom are first-generation college students, leave UVU with a diploma and a resume.

Version 3 – Innovation

We are creating the university of tomorrow. At UVU, our classrooms extend beyond the walls of our beautiful campus to the community where we partner with industry on real-life projects. With multiple campuses and forty-four online programs, we offer our 43,000 students flexibility in where they learn. We are also committed to making the cost of higher education affordable and reducing student debt. Be part of creating the future.

Version 4 – A Place for You

Students learn best when they have found their place, and that is what we have created at UVU. As an open-admissions institution, we offer students flexibility in earning everything from certificates to master’s degrees. Our faculty and staff enable our more than 43,000 students to achieve their highest potential, creating a place of inclusivity and excellence. If you would like to be part of this vision, UVU is a place for you.

Version 5 – Utah’s Future

At UVU, we believe that education is a lifelong pursuit that extends beyond the walls of a classroom. Our engaged learning opportunities enable students to connect with innovative businesses and develop real-world skills — so they graduate with a diploma and resume. With instruction and mentorship from our excellent faculty and staff, UVU’s career-ready graduates are fueling Utah’s booming economy. Be part of Utah’s future at UVU.

Version 6 – Discovery

UVU is the setting for innovation and discovery with campuses along the Wasatch Front and beyond. As Utah’s largest university, we offer more than 43,000 students the flexibility to achieve their dreams and prepare for successful careers with everything from certificates to master’s degrees. Through instruction and mentorship, our excellent faculty and staff empower students — many of whom are the first in their families to earn degrees — to discover their potential and learn how to thrive in work and life.

Appendix 2 – Additional Hiring Resources

Additional hiring assistance can be accessed in the Hiring Toolkit found on the [Filling a Vacancy website](#) within the myUVU Workplace.

- [Sample Interview Questions](#) – Link to a sample of Interview Questions organized by topics or traits
- [Sample Interview Questions for a Supervisor Hire](#) – Link to Recommended Interview Questions for hiring supervising positions.
- [Conducting an Applicant Search](#) – Link to a step-by-step walkthrough for hiring managers to assist in setting up a search and moving applicants through the workflow.

Appendix 3 – Definitions

Applicant: An individual who has formally applied for a vacant position.

Approvals: The act of approving the requisition or waiver, or advertisement.

Background Check: May consist of one or more verification processes, including (1) the University using a third-party agency to conduct a criminal background check, credit check, and employment/education verification and (2) the University conducting a motor vehicle check, employment/education or other reference verification, degree/transcript verification, license/certification verification, or student loan status verification.

Candidate: An individual who is selected from the applicant pool.

Committee Review: Workflow stage where committee members review applications.

Search Committee Member: Group of individuals who evaluate online applications, input scores, and assist in the interview process.

Compensation Action Request Form (CARS form): Used for reclassifications, Market Evaluations, New Positions (outside of PBA), Stipend Requests, or Title Changes.

Documentation: The use of documentary evidence. Any documents used during the hiring process.

Evaluation Criteria: Required standards by which applicants are scored before an interview and post-interview.

Staff, Full-time: Staff employees paid on the exempt/nonexempt pay schedule and hired into positions in which the University reasonably believes that the employee will work at least 130 hours per month (30 hours per week) in a 12-month measurement period. These employees are offered medical benefits coverage by the University's medical benefits plan waiting period.

Hired: To engage the services of (someone) for wages or other payment. To initiate new hire paperwork.

Hire Workflow: Stage by which candidates/applicants are placed through the hiring process to begin the new hire paperwork (Referred, Committee Review, Interview, Offered, Hired, Rejected).

Search Chair: Search advocate that leads and organizes the hiring process from start to finish. They are to maintain a consistent and efficient search and ensure the best-qualified candidates receive consideration for the position. The chair is also responsible for leading the effort to conduct an equitable and inclusive search to attract diverse candidates. You can view all committee ratings.

Hiring Manager: The supervisor of a vacant position remains focused on the search's outcome. They will manage this position and, therefore, should have the best understanding of what they are looking for. The Supervisor should be the Search Chair in most searches. The hiring manager can view all applications and move applicants in the workflow. Search Admin (if applicable) must also be listed as a hiring manager to help move applicants in the workflow.

Interview: A formal meeting in which one or more person questions, consults, or evaluates another person.

Job Description: A formal account of an employee's responsibilities.

Job Family: Grouping of positions with similar responsibilities that require similar types of training, skills, knowledge, and expertise. Job families are identified by the People and Culture office in collaboration with department leaders.

Job Family Promotion: Promotion of an employee from one position to another within a job family.

Offer: Monetary invitation for a potential employee. Potential employees can accept or reject invitations.

Staff, Part-time: Variable hour staff and student employees paid an hourly rate (based on the exempt, nonexempt, or student/trainee pay for schedule) for work hours. Pay is processed through the submission of time for actual hours worked.

Position Description Library: Job description storage location within Banner Services. The Position Description Library stores current active and post-inactive position descriptions.

Position Description Summaries: Portions of the active job description (from Banner Services) that will be used for advertisement purposes. These are incomplete Job Descriptions and are housed in the UVU.JOBS system (NeoEd).

Pre-Interview: Before the interview.

Promotional Only: Internal posting; Job family promotion or waiver of advertisement.

Publications: the act of bringing before the public announcement.

Reference check: Objective evaluation of an applicant's past job performance based on information collected from key individuals (e.g., supervisor, peers, subordinates) who have known and worked with the applicant.

Referred: Workflow stage by which all applications are collected before the committee review.

Requisition (for recruitment purposes): A request to advertise a vacant position.

Salary Recommendation: Resume review of a potential employee's work experience and education by an employer to decide how much the employee's pay or salary should be.

Search Admin: Takes care of the behind-the-scenes logistical work during the search process. The Search Chair can determine if they will have the search admin rate, interview, or evaluation candidates.

Self-Schedule Interview: When schedulers allow candidates to choose their interview appointment from a list of predesignated slots.

Skill Survey: Online reference check software.

Transfer: Internal posting; for current UVU employees only.

Variable Hour: Employees hired into positions assumed to be part-time, meaning the University reasonably believes that the employee will not work 130 hours per month (30 hours per week) in a 12-month measurement period. These employees are not eligible for medical benefits.

Veteran Preference: A tool to assist in placing Veterans in federal government positions, providing a "first consideration." Veterans who have been honorably released from active military service. Surviving spouses and registered domestic

partners of honorably discharged veterans of any war in the United States. Spouses or registered domestic partners of honorably discharged veterans who have a service-connected permanent and total disability?

Waiver of Advertisement: In exceptional cases, the advertising requirement may be waived if a formal request for a waiver of advertising is submitted to the People and Culture office and reviewed and approved by the appropriate vice president and President before filling the position. A formal request for a waiver includes a position description of the work to be performed, a resume or application demonstrating how the candidate meets the position's minimum qualifications, and a written, signed memo outlining the rationale for and identifying the specific criteria met for a waiver of advertising.

Workflow State: Stage by which candidates/applicants are placed in the hiring process (Referred, Committee Review, Interview, Offered, Hired, Rejected).