

# Faculty Hiring Packet

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

## Advertising

### Create Advertisement

1. Log into [myUVU](#) and select People & Culture within the Employee Resources
2. Select Hiring & Employment Changes, Filling a Vacancy, UVU.JOBS
3. Log into UVU.JOBS with your UVU email and password
4. Click Create a Requisition and complete the information screen by screen
5. Send through to the Supervisor and then the Second Level Supervisor for approvals

### Advertisement Duration:

P&C will automatically advertise a tenure track faculty position for 30 business days and non-tenure track faculty positions for 7 days. If you require additional advertising time, please work with your P&C talent representative.

### Ad renewals and additional publications:

If you would like to run an ad through specialized publications, please provide a draft, publication information, and billing index number to P&C. Your department budget will be billed for these specialized publication postings and any renewals/extensions required.

## Evaluating Applications

### Pre-Interview Evaluations:

Every search committee member will score ALL candidates based on the minimum qualifications of the job description.

0. Does not meet minimum qualifications
1. Meets minimums
2. Above minimums
3. Exceeds minimums

### Score/ Rank:

The pre-interview and post-interview scoring will be completed online within the applicant tracking system by each committee member. **All candidates who apply before the Close date must have a pre-interview score recorded.**

## Access to Applications:

Applications will be available for review beginning the first day of the posting period. Only completed applications will be visible. Some applications will be screened out automatically as a result of screening questions built into the posting. To access the applications in UVU.JOBS:

- Log into myUVU and select People & Culture within the Employee Resources
- Select Hiring & Employment Changes
- Select Filling a Vacancy
- Select UVU.JOBS

## Screening Procedures:

- **Trainings:** All committee members must be current on the UVU Hire: Search Committee training. All Search Chairs must also be current on the UVU Hire: Search Chairs training.
- **Committee:** Applications are reviewed and scored (by each committee member) within the posting. Once the committee has reviewed and scored the candidates, the Hiring Manager can download the evaluations to an excel spreadsheet to aggregate the scores.
- **Veterans' Preference:** If a candidate claims Veterans' Preference on their application, you will give an additional point during the pre-interview and post-interview scoring.
- **Determine who to Interview:** The Hiring Manager and Search Committee Members will total all scores. Find the natural breaking point in the scores, and then the candidates with the highest evaluation scores will be interviewed.
- **Move in Workflow:** The Hiring Manager will move each candidates in the workflow screen to reflect their current state, i.e., interview, reject, hired, etc.

## Interviewing

### Preparing to Interview:

- **Search Committee:** The search committee consists of a minimum of 2 people. The supervisor/ manager can be a part of the search committee but is not required. The Search Committee can consist of 2 different committees (i.e., a committee to evaluate and screen and another committee to interview and recommend).
- **Core Questions:** Prepare a core set of interview questions to be asked of every applicant. It is recommended that some questions focus on determining how well the applicant meets the position's knowledge, skills, and ability requirements. Questions designed to reveal motivation and manageability may also be appropriate. [Sample interview questions](#) can be found in [myUVU](#). A final version of the core questions will be turned in to P&C 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 P&C ahead of time.
- **Scheduling Applicants for Interview:** Ask if any accommodations are needed for the interview. This is a good time to give the applicant a brief description of the job and confirm some of the basics, e.g., full-time, part-time, number of hours, location, etc.

## 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 for 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 manager 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 any special accommodations will be needed by the candidates and make any necessary arrangements. For accommodations, contact People & 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/Search Chair will need to input the final applicants into [SkillSurvey](#). When all references are returned, a report will be generated for review.
- **Documentation:** Record the post-interview scores for each candidate interviewed by selecting their name, and "Notes". Add additional comments if needed. Final scores should include all relevant information up to and including the interview. Remember to give an applicant who claimed Veteran's Preference an additional point.
- **Move in Workflow:** Change candidate status for those who were not selected to "Reject". Select Automatic Notice to send a reject email. Or change their status to "Reject" if you informed the unsuccessful candidates another way, i.e., phone call or personalized email. This status change can wait until the final candidate(s) accepts an offer.

## After the Search

### Offer the Job:

- **Faculty Salary Recommendation:** Move the final candidate into the "Hired" workflow state.
- **Make the Offer:** The Dean will work with Academic Affairs to prepare and offer a Letter of Appointment.
- **Contact P&C:** Contact P&C as soon as the offer has been accepted so the background check and other processes can be initiated in a timely manner. All offers of employment are contingent upon the successful completion of a background check. Candidates cannot begin employment before the background check is returned and cleared.
- **Background check:** P&C will initiate the background check and new hire paperwork. All offers of employment are contingent upon the successful completion of a background check. Candidates cannot begin employment before the background check is cleared and all new hire paperwork is complete.

## Document the Search:

- **In UVU.JOBS**: Change the status of remaining candidates in the pool to appropriate workflow state. HR will move finalist to “Hired” upon the completion of background check.
- **Submit Search Documentation**: Send any evaluative criteria (that was not completed online), lists of interview questions, reference check forms, test results, and any other search material to your P&C 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:
  - P&C will send a background check to the candidate for completion.
  - P&C will send electronic new hire documents to the candidate for completion.
  - The candidate must complete the Federal I-9 form in person in the P&C office by providing 2 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.
  - P&C will send an invitation to the new hire to attend the next available onboarding session.
- **New Hire Checklist**: Orient your new hire and use the new hire checklist found at <https://www.uvu.edu/peopleandculture/new2uvu/accepted-offer.html>
- **New 2 UVU**: For additional employment information, send your new employee to <https://www.uvu.edu/peopleandculture/new2uvu/>