

CONCORD UNIVERSITY BOARD OF GOVERNORS

Policy Number: CU-HR-035

Talent Acquisition (Recruitment, Selection, and Placement)

GENERAL

The 2017 West Virginia legislature enacted, and the Governor signed, HB 2542, which changed the recruitment and selection requirements for fulltime classified staff in institutions of higher education and rendered the previous policy inoperative. Concord University's intent is to provide strategic and tactical guidance to managers and administrators in all aspects of talent management. This policy statement is specifically focused on talent acquisition.

PURPOSE

This policy on Talent Acquisition or Hiring has been enacted to provide administrative guidance regarding the recruitment, selection, hiring and placement of the best and most-suitably qualified individuals available for positions at Concord University.

SCOPE

This policy is applicable to: all employees of Concord University, including faculty, staff (classified and non-classified; regular and temporary), and student employees, specifically excepting contract and senior administrative personnel (President's Cabinet and Provost's Academic Council).

POLICY

It is the policy of Concord University to employ the best and most-suitably qualified faculty and staff available for positions at the university. (Knowledge, skills, abilities, attitudes, fit, diversity, etc.)

PROCEDURE

Concord University has developed a *Talent Acquisition Guide* that details the processes through which the university will implement this policy.

Brief Overview of Search Process

The pre-search components include revising or developing the position description and completion of the Justification to Hire Process. Following approval to conduct a search, the manager develops a position posting in conjunction with HR.

When approved for posting the job notice is placed on the University Job Board, which is found at <https://www.jobs.concord.edu> and on the Concord HR webpage. The posting announcement is advertised elsewhere as needed and appropriate for the position to

obtain a pool of well-qualified applicants. All advertisements shall note that Concord is an Affirmative Action and Equal Opportunity Employer.

A Search Committee of at least four members including HR is appointed for faculty and staff positions, except student employee positions and temporary or interim positions. The committee typically includes the hiring manager and representatives of the provost's office, faculty, staff, and students nominated by the respective group leader. The Committee role and responsibility is detailed in the Talent Acquisition Guide and training is available.

Applicants are required to apply online through the electronic application tracking system. Individuals who have a qualifying disability that prevents them from applying on line, should be directed to the HR office for assistance with completion of the application.

Once an applicant pool is created, HR will do a preliminary screen to identify individuals with at least the minimum qualification. Further assessing of qualifications are completed during the interview and post-interview background affirmations and references.

The Search Committee vets candidates and makes a recommendation to the hiring manager regarding the finalist(s). The Hiring Manager coordinates a visit between the President and the finalist(s). The President has the final and ultimate hiring authority as delegated by the Board.

The President and/or Provost makes the final analysis of qualifications for faculty. The university has developed additional policy with regard to faculty qualifications that supplements the *Talent Acquisition Guide*.

When employment of the candidate is approved, the candidate is notified of a contingent hiring decision pending further background investigation. The Hiring Manager may make a contingent offer noting that a formal written offer can only be extended by the President or, for faculty, the Provost.

Following acceptance of the formal offer of employment, HR handles the on-boarding process with the candidate and hiring manager.

The *Talent Acquisition Guide* is available for access and use at:

<http://www.concord.edu/hr/sites/www.concord.edu.hr/files/files/Talent%20Acquisition%20Management%20Plan.pdf>.

RESPONSIBILITY FOR IMPLEMENTATION

It is the responsibility of: the Chief Human Resources Officer to oversee implementation of the effective recruitment, selection, employment, placement, of well-qualified, committed, and diverse faculty and staff.

AUTHORITY FOR INTERPRETATION

The final authority for interpretation of this policy rests with: the Chief Human Resources Officer as delegated by the President.

REFERENCE / AUTHORITY

HEPC Series 39

APPROVAL

Revision Approved by the Concord University Board of Governors: September 12, 2017

Revision affirmed by WVHEPC:

Effective Date: September 12, 2017

Replaces BOG Policy No. 35, Hiring Classified Employees dated 12/20/2006.