



STAFF POSITION REQUISITION



University of North Dakota

EMPLOYING DEPT		# OF OPENINGS	JOB CODE	BUSINESS TITLE	
DEPT #	STOP #	PERSON INTERVIEWING	TELEPHONE #	REPORTS TO: SUPERVISOR NAME	SUPERVISOR POSN #
TYPE OF APPOINTMENT <input checked="" type="checkbox"/> Reg FT <input type="checkbox"/> Reg PT <input type="checkbox"/> Tmp FT <input type="checkbox"/> Tmp PT			LENGTH OF APPOINTMENT SPECIFY <input checked="" type="checkbox"/> FGmo <input type="checkbox"/> 1F mo <input type="checkbox"/> 1€ mo <input checked="" type="checkbox"/> 9 mo <input type="checkbox"/> Other		
SALARY PLAN <input type="checkbox"/> Hrly <input checked="" type="checkbox"/> Salaried		WORK SCHEDULE	HRS WORKED/WK	IS BACKGROUND CHECK REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No See NDUS Procedures 602.3 Job Applicant/Employee Criminal History Background Checks	
NEW POSITION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, must be assigned to a Job Family by Human Resources prior to recruitment,		COMBO CODE(S)			
STARTING DATE	ACCT # FOR ADVERTISING	POSITION # (s)	MINIMUM HIRING SALARY	EX-EMPLOYEE	

DESCRIPTION OF POSITION: List duties, responsibilities, supervision exercised and received. **Identify Essential Functions with an * for ADA Compliance**

MINIMUM QUALIFICATIONS REQUIRED	QUALIFICATIONS PREFERRED

ADVERTISING (For HR Use Only)

AUTHORIZATION: As a supervisor of this position, I have read the North Dakota University System Job Family description (<http://www.nodak.edu/broadbanding/descriptors.shtml>) and understand the minimum qualifications and job requirements for this position.

RECOMMENDING OFFICIAL: _____ DATE: _____

APPROVING OFFICIAL: _____ DATE: _____

BUDGET/GRANT APPROVAL: _____ DATE: _____

TRANSACTION NUMBER: _____ INT D/L: _____ EXT D/L: _____

Human Resources

Twamley Hall Room 313

264 Centennial Drive Stop 8010

UND is an Equal Opportunity/Affirmative Action Employer

Last Updated 10-08-09

PROCEDURES FOR FILLING A STAFF POSITION CHECKLIST

This checklist is intended to assist in accomplishing the record keeping and good faith recruitment and selection procedures required by the "University of North Dakota Affirmative Action Program."

_____1. Complete "Staff Position Requisition Form" and submit it, with all appropriate signatures, to Human Resources, 313 Twamley Hall. All criteria to be used for recruitment and selection must be included on this form.

- a. Review NDUS Procedure 602.3 and identify whether this position requires a background check.
- b. ADA Essential Functions must be identified on the "Staff Requisition Form". In the "Description of Position" section, identify essential functions with an asterisk (*) for ADA Compliance.
- c. The "Criteria for Selection" section of the Staff Position Requisition Form shall include "Required" qualifications and "Preferred" qualifications. Those criteria listed under "Required" are the minimum qualifications for the job which the applicant must meet in order to be referred. The criteria listed under "Preferred" are those attributes above and beyond the minimum requirements.

_____2. After recruitment, Human Resources will return to the person responsible for interviewing and selection, a "Transaction File" which includes the following:

- a. An "Applicant Referral List" listing the names of the best qualified applicants.
- b. A yellow copy of "Staff Position Requisition" and "Procedures for Filling a Staff Position Checklist".
- c. A copy of the appropriate North Dakota University System Job Family Descriptor.
- d. A copy of "Interviewing Guidelines".
- e. A copy of "Summary of Benefits for Regular UND Staff Employees".
- f. Copies of applications of those candidates being referred.
- g. An "Affirmative Action Certification Form" (partially completed by Human Resources).

_____3. All applicants on the "Applicant Referral List" will be sent to the department in rank order of the screening scores. All candidates listed on the Applicant Referral List **must be** interviewed and must be treated similarly in regard to timing and structure of interview. If a candidate cannot be reached by telephone, a letter regarding the position should be sent with a deadline to respond for an interview. (Include this letter when returning the transaction file.) Oral and written testing **will not** be carried out at department level. Written justification for "hire" and "non-hire" is required for each referred applicant. This justification should be based on job related criteria as stated in the "Staff Position Requisition" and should be something specific to that individual, which renders him or her suitable or unsuitable for the positions. Comparisons among candidates are not acceptable as justification for non-selection.

- a. Referral of veterans and non-veterans are to be considered in rank order. The applicant with the highest score is to be employed unless there is justifiable cause to move to the applicant with the next higher score. Justifiable cause is to be documented in writing and should be based on job related criteria as stated in the "Staff Position Requisition". Justifiable cause not to hire a veteran must be something specific to that individual which renders him or her unsuitable for the positions. (See NDUS Procedure 601.0, Veterans' Preference.) Comparisons among candidates are not acceptable as justification for non-selection.
- b. AND disabled veteran on the "Applicant Referral List", without regard to the score, is entitled to the position and is to be employed unless there is justifiable cause documented in writing to not employ. If there is more than one disabled veteran on the list, the one with the highest score is to be employed unless there is justifiable cause documented in writing for not doing so. Justifiable cause not to hire a ND disabled veteran should be based on the job related criteria as stated in the "Staff Position Requisition" and must be something specific to that individual which renders him or her unsuitable for the position. (See NDUS Procedure 601.0, Veterans' Preference.) Comparisons among candidates are not acceptable as justification for non-selection.

_____4. The individual responsible for the selection will complete lines 7 and 8 of the Affirmative Action Certification Form, assemble the Transaction File and forward it to the chief administrator of the department for his/her review and signature on line 9. **This file must include all items originally forwarded in the Transaction File by Human Resources.**

_____5. After approval by the designated administrator, the entire Transaction File will be submitted to the Office of Human Resources which in turn will forward the completed Transaction File to the Affirmative Action Office for final approval. When approved, Human Resources will notify the department which in turn will notify the approved selected candidate. Applicants not selected will be notified by letter by Human Resources. No official "Offer of Employment" is binding until the applicant(s) selected receives an offer letter from the Director of Human Resources.

_____6. In the event of disapproval by the Affirmative Action Office, the Transaction File will be returned to the Office of Human Resources, indicating the reason(s) for disapproval. Human Resources will return the Transaction File to the hiring department for corrective action. At the completion of such action, the file again will be forwarded to the Affirmative Action Office by Human Resources for approval **prior** to the hire of any staff employee.