

## **SUMMARY OF A&P HIRING PROCESS CHANGES**

(effective March 1, 2007)

(Changes apply to positions with a closing date on or after March 1, 2007)

### **Search committees:**

- Search committees are no longer required for A&P positions below the Director level. They are optional for these positions if the hiring official chooses to do so. All search committee guidelines must be followed for any search committees used.
- A search committee process in which members of the committee screen the applicant pool and recommend potential candidates to the hiring official is required for Director and above.

### **Screening applications:**

- For those positions not requiring a search committee, hiring officials may screen applications to determine the most qualified candidates for further consideration.
- When a search committee is required, all materials submitted by the applicants will be reviewed by the committee who will recommend potential candidates to the hiring official for further consideration.

### **Interviews:**

- In-person interviews with a minimum of three finalists must be conducted for all A&P hiring actions. The hiring official may conduct these on their own or use an interview panel when a search committee is not required. A diverse interview panel is recommended as a means of enhancing diversity in the selection process when a search committee is not required.

### **References:**

- Written letters of reference are no longer required.
- At least two telephone references from previous supervisors must be completed. Co-workers, peers, subordinates, students and personal references may supplement but not substitute for the references from supervisors.
- Telephone reference checks may be documented in new fields added to the “A&P Agreement Request Form” tab or may be uploaded into the “Documents” tab.

### **Approval process:**

- The signed application and official transcript will be forwarded to Recruitment. The electronic requisition will be forwarded to “Final Recruitment Review.”

**NOTE:** A&P Recruitments which were in progress prior to March 1, 2007 must be completed using the search committee process including completion of search committee meeting notices and search committee meeting minutes, etc.

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Revised: July 25, 2007