



University of North Alabama

Employee Policy Manual and Handbook

Recruiting and Selection Procedures

Requests to Fill a New/Vacant Position

All Requests to Fill/Advertise are created in the Online Employment System (OES) based on a position description. If a new staff position or faculty position is requested, the department requesting the position must send an updated position description to the Office of Human Resources who will create the Request to Fill/Advertise in the system. Once completed, the Request to Fill/Advertise will be sent to the department for approval. Once the Request to Fill has been approved at all levels, the Office of Human Resources (HR) will post the position as directed.

Posting and Advertising

All vacancies are posted on the OES for a minimum of seven days. The requesting department may designate the opening as a (1) Promotional Opportunity if it believes there may be current UNA employees who possess the required skills for the position. If the position is identified as a Promotional Opportunity, it will be posted only on the UNA Online Employment System and will be open only to UNA employees, or as a (2) Job Vacancy which is a posting open to any applicant, and is, at minimum, posted on the UNA Online Employment System, advertised in the Times Daily newspaper if requested, posted on the UNA Employment social media accounts, and included in the email digest. Faculty positions are typically designated as open until filled.

As part of the Request to Fill, the requesting party lists advertising sources and attaches any separate advertising copy items. Sources of advertising vary based on the level and scope of the vacant position. Upon receipt of the approved Request to Fill, HR posts and advertises the position as requested. The requesting department may also wish to list the position on various professional websites. These websites should be listed in the field provided for "other advertising sources" with a note to indicate how to list the position on each site.

Search Committees

Committees are no longer required for staff positions below the level of director but are required for those at the director level or above, for those that supervise others, and for faculty positions. These committees should typically be made up of no more than nine and no less than five members. The names of search committee members must be provided to the Office of Human Resources at the time that a Request to Fill/Advertise is requested. For Faculty positions, refer to the Faculty Handbook for specific instructions regarding the role and composition of search committees.

Screening Applications

Applications are screened by the Online Employment System based on screening questions in each posting. These questions are added based on the minimum qualifications for each position. Desired qualifications may also be gauged using the screening questions but should not be used to disqualify applicants.

Reviewing/Recommending for Interview

All applications and supporting materials will be received and initially processed by the Online Employment System and will be immediately available via the OES to the search committee. The committee members will review applications and supporting materials and develop an initial ranking of candidates. Interviews should be

requested via email to employment@una.edu. Once applicants have been approved through the OES for interview, they may be interviewed as many times/ways as is necessary to make a final selection. Interview approval is only required once.

Recommending a Candidate for Hire

To make a recommendation for hire, the search committee chair email employment@una.edu to recommend a staff candidate. To make a recommendation for a faculty candidate, the hiring manager or their designee will complete the [Faculty Request to Hire](#) form.

Once an offer has been approved by all levels and sent to HR, HR will initiate a background check and create an employment letter for staff positions only. For Faculty positions, the Provost's office will prepare the employment letter upon receipt of an approved offer in the OES. Once a faculty contract has been signed, HR will receive a copy and initiate a background check at that time.