

Recruitment Process

October 25, 2011

Recruitment Consultative Model

The consultative model entails an engaged dialogue between Recruiter, Hiring Official, and Candidate to enhance the level of partnerships with all stakeholders. Recruiters approach every recruitment effort with a broad understanding of the specific operational needs of their clients and provide a robust and competitive pool of applicants.

Recruitment Consultative Model

- ✓ A “Client-Centered” approach
- ✓ Recruiters serve as:
 - ✓ Consultants
 - ✓ Advisors
 - ✓ Business Partners
- ✓ Model includes EEO guidance and advisement

Recruitment Consultative Model

HR ROLE

Conduct Consultative Discussion

Pre-screen applicants (minimum qualifications/additional criteria)

Notify HM/Liaison of pool certification

Participate in departmental interviews (if possible)

Conduct Pre-Employment Process and report on clearance results

Prepare paperwork for formal offer of employment

HIRING MANAGER/HR LIAISON

Participate in Consultative Discussion

Review qualified applicant pool and select candidates for interview

Schedule interviews following pool certification

Interview candidates and select finalist(s)

Work with Recruiter on components of formal offer (salary, start date, conditions)

Extend formal offer of employment

New/Update Position Process

STEP 1- Action begins with Compensation Administration to:

- Discuss departmental needs
- Establish/Update appropriate classification and target salary range

STEP 2- Subsequent exchange with area Vice President to:

- Discuss proposed position
- Get signature approval for recruitment of candidate within target salary established

STEP 3- Final Step:

- Assignment of position number by EABM - (E&G & Aux Positions)
- Assignment of position number by Ana Pineda (C&G Positions)
- Submission of position description to Compensation Administration for approval and transition to Recruitment

Recruitment Consultative Model

Step 1

- Discuss EEO/AA Hiring Goals
- Review Position Attributes
- Select appropriate Recruitment option
- Provide Policy & Procedural Overview
- Set Recruitment Timeline

Step 2

- Solidify recruitment plan
- Post/Advertise position
- Pre-screen applicants
- Interview and Select Finalist(s)

Step 3

- Interview and Select Finalists
- Background & Reference Checks
- Set salary & Extend Offers
- Start On-boarding Process

Recruitment Consultative Model

THREE RECRUITMENT OPTIONS:

- ✓ **External Posting**
 - 10-Day Posting
 - Open to external applicants and FIU employees

- ✓ **Interdepartmental Posting**
 - 5 Business Day Posting
 - Open to FIU employees only

- ✓ **Intradepartmental Posting**
 - 3-Day Window
 - Email to departmental staff

Time-Limited Appointments

A full/part-time position which is funded by a contract or grant for a specified period of time. Time-Limited Appointments shall be limited to the duration of the grant.

Documentation of the nature of the appointment MUST be included on the formal offer of employment.

“This is a time-limited appointment which may be terminated at any time with 30 days written notice.”

All terminations must be approved by the Labor Relations Department.

Paperwork should be submitted to Employee Records in case of grant renewals and/or change of funding source (if applicable)

On-Boarding Process

Once the candidate has accepted the formal offer of employment, the Recruiter will contact the candidate to schedule a campus visit to:

- Complete sign-on paperwork/I-9 Verification
- Issue Temporary Parking Permit/FIU ID Authorization
- NEE Registration

Panther ID Generation is triggered by the entry of new hire paperwork into HR system. The sooner the new employee comes in to complete paperwork, the sooner the ID will be generated. (Email to HR Liaison)

QUESTIONS?