

Classified Staff Hiring Procedure

Step 1 – Approval

When a Hiring Authority wishes to move forward with a recruitment for a new or vacant classified staff position, the first step is to reach out to the Dean's office for approval of the position and its associated budget. Once approval is granted a copy of the written approval should be sent to the HR team at bushr@gmu.edu.

Step 2 – Position Review/Creation

Once approval has been sent in to the HR team, an HR team member will reach out to the Hiring Authority to start the process of reviewing (for current positions) or creating (for new positions) the job description (Employee Work Profile - EWP). Once the EWP is finalized the HR team will submit it to Central HR's Department of Classification and Compensation. The Classification and Compensation team will officially classify the position into a career group and provide a salary range for the role based on pay equity within Mason and market analysis specific to the position. For new positions the HR team will also submit a request to Mason's Office of Strategic Budgeting and Planning to create a new position number and add the budget for the position.

Step 3 – Posting the Recruitment

Once the EWP has been approved and the position number created (when applicable) an HR team member will initiate the required steps to get the recruitment posted, as follows:

- **Search Committee** – An HR team member will reach out to the Hiring Authority to request the names of employees who will participate in the search committee (with chair identified). A search coordinator will also need to be identified. When establishing a search committee, it is recommended that the following factors are considered:
 - Average committee size is 3-5 members (odd number recommended as a natural tiebreaker)
 - Seek those who can bring different perspectives to the committee
 - Committees should be diverse (gender diversity and racial/ethnic diversity)

Hiring Authorities/Supervisor generally do not participate as search committee members but they may have direct involvement in the search process to provide subject matter expertise when necessary. At times, factors such as expediency, scheduling, and availability can mean that using a search committee may not be the best option for conducting a search. In some rare situations a recruitment may be approved to run without a formal committee. Please reach out to the School of Business Director of HR to seek approval to run a recruitment without a formal committee. Regardless, anyone involved in the search process is required to have attended search training jointly provided by Human Resources & Payroll and Diversity, Equity, and Inclusion (DEI) within the last 12 months. Individuals who do not meet this requirement must complete training prior to reviewing applicants. Search committee members must also complete and submit the Search Committee Charge & Confidentiality Form.

- **Review of Recruitment Text** – An HR team member will reach out to the hiring authority and search committee chair to review the recruitment text that has been drafted by the School of Business HR team.
- **Recruitment Posted to the Mason job site and other applicable outlets** – An HR team member will submit the post to central HR to be posted. Classified staff recruitments are required to be posted for a minimum of 10 business days for an external posting and a minimum of 5 business days for an internal posting. Longer posting periods may be recommended at times to ensure healthy applicant pools.

Step 4 – Applicant Pool Certification

Once the full consideration date has passed, the School of Business Director of HR will review the applicant pool demographic information to ensure that there is adequate diversity within the applicant pool. If the pool is certified (i.e., adequate diversity threshold is met) then the search committee can begin screening resumes. If the pool is not certified the HR team will extend the full consideration date and target diverse ad outlets to help improve the diversity of the applicant pool.

Step 5 – Screening Applicants

Classified staff searches must utilize a consistent and competitive hiring process that promotes equal employment opportunity and a highly effective workforce. A competitive search should include a review of multiple applicants equitably based on the required and preferred qualifications in the EWP. All scheduled interviews must be completed before a final selection and job offer are made. When reviewing applicants, each qualified application must be reviewed alongside the supplemental materials for that particular search. If an applicant does not meet the posting criteria or fails to attach the required materials, the department reserves the right not to consider the applicant. This standard must be applied to all applicants consistently. Once candidates have been screened, preference shall be given to state lay off employees and veterans per DHRM policies 1.30 and 2.10, respectively. An additional preference point shall be given to any veteran applicant who has a service-related disability. State Layoff and Veteran status are disclosed within the candidate's application. An HR team member will provide the search committee with a hiring matrix to use which must be completed by the committee as part of the review process and then submitted to the School of Business HR team at the conclusion of the recruitment process.

Step 6 – Selection

Once candidates are selected for interview, the search committee can begin interviews ensuring the following requirements are met:

- Communicating Salary Range – The search coordinator should communicate the salary range to candidates selected to be interviewed and confirm that they wish to move forward in the process.
- Interview Questions – It is required that committee members ask the same initial questions of all candidates, without exception. Follow up questions are permissible. Interview questions must be submitted to an HR team member prior the commencement of the interview process. The method of interviewing must be consistent for each applicant and each candidate must be afforded the same opportunity to interview. Each committee member should take notes which must be submitted to an HR team member at the conclusion of the search.
- Selection of Candidates to submit to Hiring Authority – The search committee chair should submit the committee's recommended top two (2) to six (6) candidates to the Hiring Authority without any ranking or preference shown. Strengths and weakness of each candidate should be provided.
- Final Selection – The hiring authority should interview the recommended candidates and make the final selection on the candidate to hire. Reference checks must be completed by the hiring authority or search committee coordinator and submitted to the School of Business HR team.

Step 7 – Offer

Once a final candidate has been selected the candidates name should be submitted to the School of Business HR team along with a short justification paragraph which explains why the candidate was selected. The reference checks should also be included. The School of Business HR team and central HR will handle the offer process.

Step 8 – Closing out the recruitment

The completed hiring matrix, interview notes from all committee members, and the Search Committee Charge & Confidentiality Forms should be submitted to the School of Business HR team within one week of the candidate accepting the position for a single hire recruitment or after the last offer has been accepted for a multi-hire recruitment. The School of Business will retain a copy of all the recruitment documents and submit a copy to central HR.