

# AD RECRUITMENT/SELECTION PROCESS

## Submission Guidelines:

AD recruitments shall include the following:

1. Approved Request to Recruit
2. Approved AD PD Addendum
3. Position Designation Tool (PDT) (if necessary)
4. Job Announcement in word format for review

## Recruitment Process:

1. Department Chair generates Request to Recruit (R2R), AD PD Addendum, and PDT designation for the vacancy to be filled.
2. Documents are forwarded through the Dean, Academic Planning (AP), Comptroller, HRO, Director of Business Operations (DBO), Provost, and President for review and approval.
3. HRO/Manpower notifies Dean and HR Specialist of R2R approval.
4. Department Chair will then work with HR Specialist on the Job Announcement(s). This may include a third party ad. Department Chair must provide the required documentation listed under the above Submission Guidelines.
5. HR Specialist and AP review and revise job announcement(s) as appropriate. HR Specialist reviews and endorses third party ad (if applicable) via email.
6. HR Specialist posts the finalized job announcement(s) on HERC and e-mails the link to Department Chair along with the Veterans' Preference fact sheet as a reminder to consider veterans' preference in the selection process. Third party ad must include a link to the full job announcement in HERC.
7. HR Specialist follows-up 7 days prior to the closing date to verify if enough applications have come in or if the closing date needs to be extended.

## Selection Process:

8. Departments/Schools convene search committee and conduct the selection process. Upon selection, Department Chair forwards the selection packet to AP for compensation review.
9. HR Specialist receives the selection packet from AP.
  - a. Checks Veteran's Preference – reviews short list of candidates if non-veteran selected to ensure an equally qualified veteran was not by-passed
  - b. Drafts Contingent Job Offer & USAStaffing email and coordinates with Department Chair
  - c. Offer routed to NPS Pres via DBO, AP, and Provost
10. After approval, HR Specialist generates the USAStaffing email, add the pre-employment documents and send the Contingent Job Offer to the selectee.
  - a. If Tenure Track position, DD Form 1618 is included to work PCS.
  - b. If Non-Tenure Track, Working Agreement is included
11. Upon selectee's acceptance of job offer, HR Specialist reviews the pre-employment docs and confirms with the Command Security Manager that initial security check is good.
12. HR Specialist generates Appointment Letter for Provost's approval via HRD, DBO, and AP.
13. HR Specialist forwards Appointment Letter with reporting instructions to Selectee.
14. HR Specialist in-processes the new employee (includes payroll docs, e-verify, SF-61, etc).