

IOWA STATE UNIVERSITY

OF SCIENCE AND TECHNOLOGY

Professional & Scientific Council

Council Motion: Recruitment and Selection Policy

Submitted by: P&S Policies and Procedures Committee
June 4, 2015.

Whereas, P&S Council has been asked to provide input on and endorse the draft of the “Recruitment and Selection Policy” and supporting guidelines document.

Whereas, This new policy specifies the processes necessary during recruitment and selection of Professional and Scientific positions.

Whereas, P&S Council provided input during the draft formation and revision process through representation on the Policy Library Advisory Committee (PLAC).

It is moved, That the Professional and Scientific Council suggest that “Hiring Manager” be further defined in supporting guidelines to help with clarity. It is suggested that in the beginning of the recruitment process a hiring manager could be identified for each search. This could be independent of People Admin 7 and provide additional guidance and clarity for the “Hiring Manager” and role responsibilities.

It is moved, That the Professional and Scientific Council suggest that on line 28 of the policy (and in other respective references) further indicate “selecting **and/or recommending** the candidate for hire”. The hiring manager may ultimately delegate recruiting functions but may still need final approval in the selection process.

It is moved,

That the Professional and Scientific Council suggest that reference to People Admin 7 should be a generic reference to the classification and hiring system in case PA7 is replaced with a different program.

It is moved,

That the Professional and Scientific Council suggest that a stronger statement be made that clarifies a phone screening is a legitimate interview and would need approval.

It is moved,

That the Professional and Scientific Council recommends these changes stated above and endorses the Recruitment and Selection Policy revisions for Summer 2015 implementation.

Distribution:

Steven Leath, President
Jonathan Wickert, Senior Vice President and Provost
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