

PROCEDURE FOR FILLING AN ADMINISTRATIVE OR STAFF JOB OPENING

1. Notify Human Resources of the vacancy (or new approved position).
2. Complete a “Personnel Requisition Form” (including department and/or division signatures) and send it to Human Resources. The form is available at the Human Resources Office or at:

<http://www.byui.edu/hr>
3. Human Resources approves the form (after verifying FTE and a current job description) and sends it to the appropriate Vice President for review by President's Council.
4. The approved form is returned to Human Resources. The Employment Coordinator will coordinate the posting process with the hiring manager (minimum posting period is five business days).
5. During the posting period, the Employment Coordinator screens applicants based on the position requirements and input from the hiring manager.
6. After the posting closes, the Employment Coordinator meets with the hiring manager to review appropriate interviewing and hiring practices and to provide a briefing on all applicants. The Employment Coordinator gives recommendations to the hiring manager based on the position requirements, and the hiring manager selects interview candidates from the qualified applicants. Applicants not selected for a final interview are notified by Human Resources through direct correspondence or through posting updates.
7. Once final candidates are selected:
 - For administrative positions, the Employment Coordinator performs an ecclesiastical clearance before candidates are contacted for interviews (due to travel expenses that may be incurred).
 - For staff positions, candidates can be contacted for interviews (ecclesiastical clearance is performed later since there are no travel expenses).
8. In performing final interviews:
 - Administrative interviews are conducted by the hiring manager, the Employment Coordinator, and other individuals invited to participate in the hiring process.
 - Staff interviews are conducted by the hiring manager and other individuals invited to participate in the hiring process.
9. After interviews are complete, participating employees provide input to the hiring manager (often in a council meeting) to assist him/her with the candidate selection.

10. After a candidate is selected:

- For administrative hires, Human Resources approves an offer and the hiring manager makes a verbal offer.
- For staff hires, the hiring manager provides the name to the Employment Coordinator who performs an ecclesiastical clearance. After receiving a clearance, Human Resources approves an offer and the hiring manager makes a verbal offer. In specific hiring areas, offers are contingent on passing job-related exams.

11. After receiving a verbal acceptance, the hiring manager sends an official offer letter to document the conditions of employment. A copy of this letter is sent to Human Resources. Offer letters must cover specific information. A formatted offer letter is available from the Human Resources Office or at:

<http://www.byui.edu/hr/resourcessupervisors.htm>

12. The hiring manager contacts the other final candidates to let them know the position has been filled. If the hiring manager is not able to do this personally, the notification is done by the Employment Coordinator.

13. On or before the first day of work, the new employee reports to the Human Resources Office to complete employment paper work and to schedule the new employee orientation.