1. All resumes are sent to the WVSU R&D Employment email at [rdemployment@wvstateu.edu](mailto:rdemployment@wvstateu.edu), during the posting/advertising stage.
2. Once the position posting has closed, the Supervisor of the posted position will draft a list of potential selection committee members (maximum of 5) to be submitted to the Business and Finance office for review and approval. The committee is made up of a diverse group, i.e., age race, background, and someone who is familiar with the position or the duties of the position.
3. Once committee is approved a meeting is set up with the committee to review all of the applicant’s qualifications based upon the requirements of the position announcement. The committee then selects the applicants to be interviewed.
4. The selection committee will compile a list of potential interview questions which are then submitted by the committee chair to the office of Business and Finance for review and approval.

**Once interview questions are approved follow the steps below:**

**HIRING ELEMENTS END-TO-END HIRING ROADMAP:**

* **Receive Applications and Notify Applicants**

**Ownership:** Selection Committee

**Maximum number of calendar days:** **5**

* Accept resumes with supporting documentation only during the open period of the job announcement.
* Document receipt of applications by date stamping applications on hard copy resumes.
* Notify applicants of receipt of his/her resumes.
* **Close Job Opportunity Announcement**

**Ownership:** Human Resources

* Job Opportunity Announcement removed from website on the closing date.
* **Evaluate Resumes**

**Ownership:** Selection Committee

**Maximum number of calendar days:** **5**

* Complete part 1 of applicant flow log
* Once resumes are evaluated complete part 2 of applicant flow log

**Evaluation of Resumes:**

* Review resumes for minimum qualification determination.
* Determine resume meets "well-qualified" definition identified on job announcement.

**Rate and rank of resumes:**

* Rate resumes based on the assessment tool created for the position.
* Place eligible applicants in the appropriate ranking order (i.e., Highly Recommended, Acceptable or Unacceptable).
* **Review applications, Schedule and Conduct Interview, Check References, Make Selection**

**Ownership:** Selection Committee

**Maximum number of calendar days:** **5**

**Review Resumes of eligible candidates:**

* Determine the best eligible candidates for the position based on a review of the resumes and all appropriate documents by the selecting official.

**All interview appointments must be scheduled so that a designated official from the Payroll and Benefits office will be in attendance to monitor the interviews to make sure the proper procedures are being followed.**

**Schedule and conduct interviews:**

* Develop interview questions specific to the position.
* Identify best candidate(s) for the position based on the interview process.
* Check references.
* **Second Interview**

The search committee chair forwards the candidates to the hiring supervisor to conduct the second interview.

**Ownership:** Hiring Supervisor

**Maximum number of calendar days:** **5**

**Review resumes of eligible candidates:**

* Schedule and conduct interviews.
* Develop interview questions specific to the position.

**All interview appointments must be scheduled so that a designated official from the Payroll and Benefits office will be in attendance to monitor the interviews to make sure the proper procedures are being followed.**

* Identify best candidate(s) for the position based on the interview process
* Once the hiring supervisor has conducted the follow up interview and made his/her selection, for the position, he/she is to process a hiring request. The hiring request is to be processed and forwarded for signatures. **(Please attach all documents with the hiring request)**.
* **Job Offer and Acceptance**

Once the hiring request has been approved, the hiring supervisor will be notified. At that time a tentative offer can be made.

**Ownership:** Hiring Supervisor

**Maximum number of calendar days:** **3**

* Extend a tentative job offer to selectee contingent upon background check.
* Allow selectee to accept or decline job offer
* Once accepted, please make necessary arrangements with Payroll and Benefits to begin the on-boarding process.
* If declined, hiring supervisor has the option to go to the next applicant.
* Notify remaining applicants that a selection was made. (See Attached "Thank you" letter)
* **Thank you letter**

**Ownership:** Hiring Supervisor

**Maximum number of calendar days:** **3**

* Send a thank you letter to all other applicants once the offer as been

accepted. **(See Attached Sample of Letter)**

(SAMPLE… put on letter head)

Date

Dear (candidate),

Thank you for taking time to meet with us to discuss the position of

\_\_\_\_\_\_(position)\_\_\_\_\_\_\_\_\_\_ at West Virginia State University Research and Development Corporation. I wanted to let you know that we have offered the position to a different candidate.

It was a pleasure meeting you and learning more about your accomplishments and skills. We

Wish you the best of luck in your job search.

Sincerely,

Search Committee Chairman

|  |
| --- |
| **Applicant Flow Log** |
|  |
| **PART 1** |
| **Job Title ­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Hire Date ­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **EEO Category/Job Group ­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **County ­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **City/Town ­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **PART 2 Step(s) of the Hiring Process** |
|  |
| **Resumes Received ­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Applicants Who Meet Basic Qualifications ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Applicants Interviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Applicant Hired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |
| **# of White \_\_\_\_\_\_\_\_\_\_** |
| **# of Black/ \_\_\_\_\_\_\_\_\_\_  African American** |
| **# of Asians \_\_\_\_\_\_\_\_\_\_** |
| **# of Native Hawaiian/Other Pacific Islander\_\_\_\_\_\_\_\_\_\_** |
| **# of American Indian/\_\_\_\_\_\_\_\_\_  Alaskan Native** |
| **# of Two Or More Races\_\_\_\_\_\_\_\_\_\_** |
| **# of Race Unknown \_\_\_\_\_\_\_\_\_\_** |
| **# of Males\_\_\_\_\_\_\_\_\_\_** |
| **# of Females\_\_\_\_\_\_\_\_\_\_** |
| **# of Gender Unknown\_\_\_\_\_\_\_\_\_\_** |
| **# of Hispanic\_\_\_\_\_\_\_\_\_\_** |
| **# of Non-Hispanic\_\_\_\_\_\_\_\_\_\_** |