

MSU EXTENSION ACADEMIC RECRUITING PROCESS

Following is a guide to the recruiting process for MSUE educators, specialists, etc. Although the steps are generally chronological, a review of all of the steps before beginning a recruitment effort will assist with ensuring that nothing is omitted from the process and that candidates receive equal treatment across the organization.

Items in red are sample documents available in the MSUE All Staff/Administrative Support/Recruiting Documents/Academic folder in SharePoint.

Items in green are available on the MSUE web page: http://od.msue.msu.edu/human_resources

Section I: General/Overall Procedure

1. Institute Director (ID) works with District Coordinator (DC) to determine and ensure office space is available where the position location is desired.
2. Position description is written/updated and includes some specificity around the position in “this particular county.” Search committee may provide input into position description; however, it’s not required. MSUE HR has developed “template” **position descriptions for Educator and Supervising Educator** positions. We recommend using those and the ‘track changes’ feature to add detail for the specific position.
3. A Position Request Form is completed and submitted to MSUE HR (normally the ID or the DC will complete this form).
4. MSUE HR will “create” the position in EBS and then post the position in COMPASS. Once the posting is live, applicants can see the posting on the MSU Applicant Page (MAP), www.jobs.msu.edu.
 - a. Three to four week posting length is recommended; however, a two week minimum is required.
 - b. Applicants must use MAP to apply for positions.
 - c. Once the posting closes, no additional applicants are accepted into the candidate pool.
 - d. Should it be determined that the applicant pool doesn’t include enough - or strong enough - candidates, the posting may be extended or re-posted.
 - i. Extending the posting leaves the applicant pool intact
 - ii. Reposting closes one posting and creates a new posting; meaning that any candidates from the original applicant pool would need to reapply if they wish to be considered for the reposted position.
5. The relevant District Support will be set up as a “staffing coordinator” in COMPASS and work in concert with MSUE HR. Once District Support is set up as a “staffing coordinator”, this provides access to the posting and applicant information in COMPASS.
 - a. As applicants apply, MSUE HR will check that each applicant has a Master’s degree and then change the status of the candidates so they are available to be viewed by the search committee and District Support.
 - b. After the posting has closed (typically the day after the close date), MSUE HR will send a “thank you for applying” email to all active applicants. This lets the applicants know that their materials have been received and to wait to hear from the search committee for further information.
 - c. Search Committee access to the applicant materials is granted through the use of a Guest User ID and password. District Support will supply that information, as needed, to the search committee.
 - d. MSUE HR will be responsible for changing the statuses of those interviewed and ultimately hired. MSUE HR will change the status of applicants at the very end of the recruiting process, and will then

send communication to District Support to send out letters to those applicants that were not selected.

6. MSUE HR will work in tandem with District Support, so that all facets of the recruiting process are managed.
 - a. District Support (or MSUE HR, if requested) will ensure advertisements in local papers or web-based newsletters are made in a timely fashion.
 - b. MSUE HR will place vacancy announcements for all academic positions to the following locations:
 - Journal of Extension Jobs bank,
 - NCEA site
 - MiTalentBank
 - MSUE Everyone email announcement.
 - c. Other desired advertisements will be done at the request of the ID and handled by either MSUE HR or District Support.
7. The District Support will assist in the process by supporting the District Coordinator (DC) and Search Committee, administratively. This will likely include: scheduling the meetings with the search committee; setting up the interviews and sending out necessary confirmations to candidates; making travel or hotel reservations, if necessary, for candidates or search committee members; securing a location for interviews and presentations; sending the invitations/announcements for the presentations; collecting all documentation/information and preparing composite materials; ensuring MSUE HR and/or Administration is kept in the loop as needed; etc.
8. The DC, as determined by the ID, serves as Chair of the search committee and recommends search committee members to the ID.
 - a. The DC will ensure that there is appropriate diversity on the committee
9. The search committee is charged with their responsibilities ([see Appendix A](#)).

Section II: Applicant Review

1. The search committee is responsible for reviewing all applicants and making a determination concerning those who will be interviewed. Each committee member completes the score sheet ([see sample*](#)) and that is utilized, in connection with the discussion of the search committee, to determine those candidates who will be interviewed.

**Note: Columns C-J in the sample are specific to the recruitment of a district coordinator. Using the position description, these items will be updated, are determined by the DC and ID and used to help guide the search committee with their review of candidates' applicant materials.*

2. Recommendation of candidates to be interviewed is made to the ID for approval.

Section III: Interviews

1. The entire search committee should conduct all interviews, of which there will be at least two rounds.
2. Initial interviews are conducted with the following preferences in format: 1) in-person, 2) Skype, Zoom or similar technology, and 3) telephone. The decision concerning this should be made with respect to cost, not simply convenience.

- a. Following the initial interview, the search committee meets (in person or electronically) to recommend 2-4 candidates for face to face interviews (the actual number of face to face interviews will depend on the size of the applicant pool).
 - b. Recommendation of second-interview candidates is provided to the ID for approval.
3. **Sample interview questions** can help the committee determine what questions will be asked during the interviews.
 - a. The interview process should involve some form of scoring done by the search committee members (**see sample Interview Record Form**).
4. Second interviews must be in-person and will include the seminar/presentation. The ID should be consulted as to whether she/he wishes to be involved in those.

Section IV: Seminars/Presentations

1. The presentations will be part of the second round of interviews.
2. The presentations are typically open to colleagues and key constituents (e.g. county staff or business partners). The **Presentation Record form** should be used to obtain feedback from the audience. The Presentation Record form should be “tweaked” to accurately reflect the questions given to the candidate on which his/her presentation is to be based.
3. Seminar presentations will be recorded for all District Coordinator, Institute Director and Director’s Office positions (specifically those positions that serve on the administrative team).
4. Recordings are not required for Educator level positions. However, it is acceptable to record the seminar presentation, this decision is at the search committee’s discretion.
5. ZOOM is the standard technology used for seminar presentations (for both recorded and “live” (not recorded) presentations).
 - a. All completed forms are collected by the head of the search committee or a designee and compiled into the **Composite Interview Presentation Record**.

Section V: Decisions/References/Offers

1. After the interviews and seminars, the search committee meets to discuss the outcomes – using their own information as well as that gathered at the presentation. The committee provides its feedback to the Institute Director, including commentary about whether they believe each candidate is acceptable or unacceptable and what they see as strengths/weaknesses.
2. A summary of that discussion should be included with the recommendation to the ID.
3. A final decision about the candidates should include reference checks. It is acceptable to conduct references on the top 2-3 candidates and consider that information in the decision-making process.
 - a. Candidates are asked (in the posting) to provide the names and contact information of four professional references (including email addresses). If they don’t do so, the search committee chair should obtain this information during the interviews.
4. The search committee chair provides the names of the final candidate(s) and reference information to MSUE HR and the Institute Director.
 - a. MSUE HR will send email requests for electronic references for those candidates.
 - b. Once the references are returned, MSUE HR will provide the feedback to the search committee

and ID – or as otherwise instructed by the ID – as part of the final decision making process.

5. The ID has contact with/interviews the final candidates and is responsible for extending the offer to the selected candidate. It is acceptable to make an offer, orally, to a candidate. However, the candidate should

be informed that the offer is contingent upon the receipt of a clear criminal background screen and the written acceptance of the offer.

6. The salary for academic positions is determined based on the [Academic Staff Starting Pay Guidelines](#) that can be found in the Administrative Support folder on SharePoint. Final decisions concerning starting pay are made by the Institute Director, with input from MSUE HR Director and the MSUE Director's office.
7. A standard offer letter should be used ([see sample letter](#)) to extend the written offer to the candidate. The date of hire should be set so that all paperwork, background screen, etc. can be completed and received by MSUE HR at least two weeks before the employee's first day of work.
8. As our educator positions at this time are all fixed term, the new employee will also be required to sign a fixed term memorandum (FTM). That is prepared by MSUE HR and will be sent to the District Support (or whomever is completing the new hire paperwork with the new employee) to have the employee sign at the time they complete the I-9 and new hire paperwork.

Section VI: Wrap-Up

Search committee members turn in all documentation to the District Coordinator/Support for compilation. Once the search is completed, all records are sent to MSUE HR to be maintained. Those documents are held, according to University policy, for at least three years. This includes the Applicant Review score sheet, Interview Record form and the Composite Interview Presentation form.

These documents are attainable via FOIA, Civil Rights claim or lawsuit. Destruction of documents is unacceptable and accurate, non-biased notes are critical.

The search committee chair or ID should make contact with the candidates that were interviewed (in either first or second round) and not selected. This can be done via phone, email or written letter and District Support may be asked to help send out emails or letters.

Information concerning all interviews dates and final recommended applicant must be updated in COMPASS, which will be handled by MSUE HR at the very end of the recruiting process.

The following documents must be completed and sent to MSUE HR in order for the hiring process to be completed. These are needed at least two weeks prior to Date of Hire.

1. I-9 form, completed with signatures - date of hire may be left blank
2. Social Security Card (copy)
3. Driver's License or Photo ID (copy) – this is only necessary if the Driver's license is used to complete the I-9 form AND the position is in HNI, because an eVerify will need to be run by Central HR.
4. Signed [Offer Letter](#)
5. Signed Fixed Term Memorandum (this form will be created by MSUE HR and sent to the District Support to have the employee sign at the time they complete the other new hire paperwork).
6. [Computer Access Form](#)
7. [New Hire Information Form](#)

Appendix A - Charge to Search Committee - Academic Positions

Sent by Search Committee Chair

[Introduction of self as position search committee chair]

Thank you for your willingness to serve on the search/interview committee for the [position] position.

The position has been posted in the University's online system known as MAP (MSU Applicant Page). Applicants are directed to this site by our various advertisements/postings and will apply on-line for this position. The position is currently posted [information about the posting – where and for how long – e.g. *we have advertised in our local newspapers, with Michigan Works and on several position-related job boards with an application deadline of XXX*].

Our first order of business is to establish a date for the committee to discuss the applicant pool once finalized. [name] will be sending out a Doodle poll [or some other manner to determine schedules] to ascertain your availability in [month or time frame] for that purpose. We will conduct this initial meeting/candidate screening via technology/conference call so we can optimize the use of limited travel resources.

I will also be sending you all a variety of materials in the coming weeks in preparation for our important work. This will include a spreadsheet that includes each candidate's name and a link to their on-line application materials including a password to access the materials. The spreadsheet will also be used as a tool for you to rate each candidate in a variety of key areas pertinent to the role as [position] in preparation for our discussion and the vetting of each candidate. Please thoroughly review each candidate's materials and complete your scoring prior to the meeting date to allow for a productive first discussion regarding the merit of each candidate's application submission.

I cannot stress enough the confidential nature of the materials you will receive. Please do not duplicate, share or discuss any candidate beyond the search committee. This will be personal and sensitive information and your complete confidentiality is necessary and appreciated.

Following the committee's review of and candidate selection, we will establish an interview/process date and complete itinerary. We will meet in person to discuss process and procedures prior to the interviews taking place.

Attached to this e-mail is a Best Practices guide for a successful academic search. It is a tremendous document that outlines a thorough process and I encourage you to review this document as well.

I look forward to our future interactions and discussions. Please feel free to contact me anytime with any questions you may have. I may be reached at [contact information].