

ALBERTSONS LIBRARY EMPLOYEE SEARCH AND HIRING POLICY

Albertsons Library, Boise State University

Effective Date: May 13, 2019

PURPOSE

The purpose of this policy is to outline the specific responsibilities required while conducting a fair and high integrity search and hiring process.

POLICY

1. **Scope:** This policy applies to all classified staff, professional staff, faculty and temporary employee searches. It does not apply to student employees.
2. **Integrity of the Search Process:** It is the professional responsibility of any individual participating in search and hiring processes to ensure that all activities are conducted in a fair, legal, and confidential way. These practices are essential to how Albertsons Library selects new employees and helps assure candidates that they will be treated with respect and integrity.
3. **Roles and Responsibilities**
 - a. **Hiring Manager - Library Business Manager**
 - i. Provides administrative support and guidance through the search and hiring process.
 - ii. Serves as the primary contact to Human Resources for all library searches.
 - iii. Conducts training on talent acquisition software as needed.
 - iv. Assists in ensuring compliance with university policies and procedures, particularly those related to Equal Employment Opportunity and Affirmative Action.
 - v. Responds to questions dealing with reimbursements or other funding issues.
 - vi. Retains and manages all documentation related to library employee searches.
 - vii. Serves as the backup to the Ex Officio for search committee meetings.
 - b. **Ex Officio - Associate Dean**
 - i. Is present at all Search Committee organizing and candidate discussion meetings. The Ex Officio may attend phone interviews and/or in person interviews but it is not required.

- ii. Reminds the Search Committee of confidentiality requirements, non-discrimination practices, and other legal obligations expected for all library employee search processes.
- iii. Ensures that all committee members have received the required compliance training.
- iv. Assists in ensuring compliance with university policies and procedures, particularly those related to Equal Employment Opportunity and Affirmative Action.
- v. In the absence of the Hiring Manager, serves as an Assistant Hiring Manager to assist with Human Resources questions and use of talent acquisition software.
- vi. Shares examples of how other committees have approached challenging issues.
- vii. Ensures that discussions of candidates focus on facts, position description, and position announcement.
- viii. When appropriate, collaborates with the Search Committee Chair to set up and solicit comments on applicants via an anonymous feedback form.

c. Search Committee Chair

- i. Works with Library Administration and appropriate library employees to develop position description.
- ii. Meets with Hiring Manager, and when appropriate Unit Head and/or Supervisor, to review position description, search timeline, Human Resources requirements and processes, and Equal Employment Opportunity and Affirmative Action requirements.
- iii. Compiles possible search committee member names and works with the Ex Officio to determine final membership.
- iv. Facilitates all search processes, including communicating with Hiring Manager, Ex Officio, Search Committee members, and candidates.
- v. Schedules committee meetings. Organizational and candidate discussion meetings must include the Ex Officio.
- vi. Sends any Search Committee interview questions to Hiring Manager for review by Human Resources
- vii. Serves as primary interview host including asking candidates for any food preferences, sensitivities, or other needed accommodations.
- viii. Works with Search Committee and Hiring Manager to complete on-campus interview arrangements.
- ix. Coordinates and compiles reference checks.

- x. Submits Search Committee summary or hiring recommendation, reference check information, and feedback on candidates.
- xi. For faculty and professional searches, completes and submits to Hiring Manager the Candidate Screening record.

4. Job Announcements

- a. Boise State's Human Resources, provides a Job Announcement templates that include a "commitment to diversity" statement which must be included in all library job announcements.
- b. Position descriptions and announcements are reviewed by the Hiring Manager and then approved by the Dean prior to posting the position. It is also recommended that prior to all hiring activities the intended supervisor and/or Search Committee Chair meet with the Library Hiring Manager to review the hiring process.

5. Search Committees

- a. The Search Committee will consist of an odd number of individuals, with a minimum of three people and at least one that does not work directly with the unit or advertised position. The Hiring Manager and Ex Officio are not counted as members of the committee.
- b. Every member of a search committee must attended the Human Resources' *Search Committee Training & Recruitment Pool Certifications Process* workshop and the *Microsoft Implicit Bias Training* within two years prior to serving.
- c. The Ex Officio will have the final approval of the composition and size of the search committee membership.

6. Candidate Pool

- a. Professional and faculty candidate pools must be certified via a Diversity Analysis process completed by Office of Institutional Compliance and Ethics (Equal Employment Opportunity and Affirmative Action). The analysis is completed at three points in the search and hiring process:
 - i. Before candidates are reviewed by the Search Committee
 - ii. When candidates are selected for first interviews
 - iii. When a request to hire is made
- b. Before the candidate pool is released to the search committee, the Dean will review the diversity report received from Human Resources and determine if it meets the appropriate diversity standards.
- c. If more than three candidates are selected for in-person interviews, the Library Dean must approve this decision and the related expenses.

7. Campus Interviews

- a. During on campus interviews, all employees are responsible for representing the library in a professional manner.
- b. To avoid giving internal candidates an advantage, it is highly recommended that internal candidates should interview first, with external candidate interviews following.
- c. Candidates will be provided comparable meal options, interview schedule, presentation requirements, and Search Committee interview questions. If assessments are approved by Human Resources, they must be given to all interviewees.
- d. When non-local travel is involved, candidates will need to book their own flights and then request reimbursement.
- e. Committee members are responsible for requesting meal reimbursements. Meals are reimbursed at the university per diem rate as detailed in University Policy #6260 Meals and Refreshments - Local Funds. Any charges over the maximum meal rate will be paid by the committee member who has agreed to pay for the meal.
- f. Consideration should be given to how to escort candidates to events, transported to and from their hotel and meals, and entering and exiting the building.
- g. The Search Committee Chair is responsible for reserving rooms and sending invitations to individuals and groups chosen to participate in the meetings. Library employees are expected to attend events when invited.

8. Application Review and Candidate Selection:

- a. All applications released by Human Resources must be reviewed by the entire Search Committee. If the Search Committee Chair determines this is not possible due to the number of applications, they must notify the Ex Officio to determine an alternate review process that ensures that no single individual removes applicants from the candidate pool.
- b. Reference checks should be conducted by at least two Search Committee members. This allows for thorough note taking, discussion and recognition of potentially different interpretations, and provides additional opportunities to ask clarifying questions.
- c. To gather candidate feedback, the Ex Officio will set up an anonymous survey. Feedback is considered in Search Committee deliberations and included in the final summary document submitted to the Dean. Only the Ex Officio, Search Committee members, and Dean will be allowed to see the comments.
- d. For faculty and professional positions, the Search Committee Chair is responsible for submitting a hiring recommendation to the Dean which represents the consensus of the entire committee.

9. Search and Hiring Documentation

- a. Once all search procedures are completed, the Hiring Manager will work with the Search Committee Chair to gather and store related electronic and paper documents, including:
 - i. Scoring spreadsheets
 - ii. Candidate in-person itineraries
 - iii. Search committee interview questions
 - iv. Search committee notes
- b. All employee search records will be retained within the Library's Administration Office in compliance with University Policy 1020 - University Records, Archives, and Publications.

Albertsons Library Search and Hiring Procedures

- Library Procedure for Searching for and Hiring Classified Employees
- Library Procedure for Searching for and Hiring Faculty Employees
- Library Procedure for Searching for and Hiring Professional Employees

Related University Policies

- University Policy 6260 - Meals and Refreshments – Local Funds:
<https://policy.boisestate.edu/finance/policy-title-meals-and-refreshments-local-funds/>
- University Policy 1020 - University Records, Archives, and Publications:
<https://policy.boisestate.edu/governance-legal/university-records-archives-publications/>

Additional Resources

- Manager's Section on Human Resources website
<https://hrs.boisestate.edu/managers/>
- Human Resources Job Announcement Template
<https://hrs.boisestate.edu/talent-acquisition/job-announcement-template/>
- Reference Check Questions
<https://vpfa.boisestate.edu/process/uformsdocs/hrs/empserv/referencecheckguide.pdf>
- Boise State Way - How to Hire
<https://hrs.boisestate.edu/talent-acquisition/how-to-hire/>