Procedure Narrative

All benefits-eligible positions, per policy 3.01, must be formally recruited for using these established procedures.

Non-benefits-eligible positions, per policy 3.01, may or may not be formally recruited for, at the discretion of the hiring manager. Hiring managers wishing to formally recruit for a non-benefits-eligible position will follow this procedure.

I. Definitions

A. Vacancy – an existing board-approved position (per policy 3.02.02) that is either 1) currently unfilled, or 2) currently filled but the incumbent has submitted a letter of resignation/retirement to HR. The exception to the letter of resignation/retirement requirement is involuntary separation, which requires appropriate documentation (e.g. notice of employment termination or non-renewal) prior to the time the recruitment request is made.

B. Search – the position recruitment process that is available to internal candidates and external candidates at the same time. Searches are advertised by HR, which includes NIC’s internal communications, public employment website, and other public advertisements. All searches are posted for a minimum of two weeks.
C. Applicant Tracking System (ATS) – the online system used by applicants to submit application documents. Hiring managers and the search committee members use ATS to review applications.

II. Initiation of a Position Opening:

Once a vacancy is established, the following process must occur. More explicit details on this process are available from HR and posted on the HR portal.

A. Approval to Post: The hiring manager notifies their director/dean and supervising member of PC that there is a vacancy to post. All benefits-eligible vacancies must be approved by the President prior to the position being posted.

B. Notice to HR: The hiring manager notifies HR that there is a vacancy to post by submitting the appropriate documentation to the HR recruiter by the designated deadline.

C. Job descriptions: The hiring manager must review the current job description and confirm approval or submit any changes to the HR recruiter by the designated deadline.

D. Advertising: The HR recruiter will create job announcements to be used on all standard HR advertising locations. Should a hiring manager desire additional advertising outside of the standard HR locations, the HR recruiter will place those ads

E. Submission of applications: All applications for searches will be submitted through the ATS. Applications must be completed and received before the posted close date and time in order to be considered.

III. Selection of a Chosen Candidate

The hiring manager (or their designee) will coordinate with the recruiter in advance of all search activities.

A. Criteria for initial review is established by the hiring manager and the HR recruiter. Criteria will include at least the minimum education and experience requirements, and any other identified minimum qualifications the position requires. The initial review may include preferred criteria, as well. Additional information on establishing review criteria is available from the HR recruiter.

B. The hiring manager (or their designee) will arrange all search activities, including search committee meetings (as applicable), and all interview activities, including preliminary and in-person interviews.
C. It is the responsibility of the hiring manager to ensure the candidates selected for interviews meet the minimum qualifications prior to contacting them.

D. Once a chosen candidate has been identified, the hiring manager will notify the employment recruiter. Following initiation of background and reference checks, HR will process an application evaluation and provide an equitable starting wage/salary to be offered to the prospective new hire.

E. Once the hiring manager has received approval from HR to make a hire, including receiving the appropriate wage/salary amount to offer, the hiring manager should make the offer of employment to the chosen candidate.

IV. Authorization of a Hire and Notifications

When the selection procedures are completed and the offer of employment has been accepted, the hiring manager must complete the hiring authorization form and secure proper signatures. Upon receipt of the hiring authorization form, the employment recruiter will notify all applicants who were not chosen for interviews, and the hiring manager will notify all interviewees.

V. Employment Documentation

All benefits-eligible employees will be issued official employment agreements (for staff) or employment contracts (for faculty) prepared by HR.

Interview Expenses

For benefits-eligible director or above and faculty positions, NIC will provide applicant travel or travel reimbursement for interview related expenses.

Relocation Allowance

Relocation allowance is provided on a limited basis as approved by the President.