Guidelines for P&S Recruitment and Selection
Iowa State University – Academic Affairs Division

These guidelines are based upon the Iowa State University “RECRUITMENT AND SELECTION – P&S” policy and accompanying “RECRUITMENT AND SELECTION GUIDE – P&S” (available in the Policy Library at www.policy.iastate.edu/policy/recruitment-PS).

The Academic Affairs Division is committed to fair, legal and consistent practices for sourcing, attracting, selecting, and hiring Professional and Scientific (P&S) employees. These guidelines are intended to aid in the selection of a diverse and inclusive workforce.

Open Search
Employing units shall determine a sourcing strategy and advertise appropriately to achieve a broad and diverse applicant pool for each position vacancy.

Search Committees
1. The Hiring Manager (i.e., usually the direct supervisor for the position) shall determine the need to use a search committee for the recruitment and selection of a P&S position. The Hiring Manager should consider the following factors to determine the appropriateness of using a search committee: scope and duties of the position, and whether duties of the position entail frequent interactions outside of the employing unit.
2. Employing units will utilize search committees for P&S positions at Pay Grade 38 and above. Units may use committees at lower pay grades, if desired. Whenever a search committee is used, the Hiring Manager will involve campus partners in the process of interviewing and providing feedback to inform the final selection. External stakeholders should be involved in the search committee and/or interview process, at the discretion of the Hiring Manager, when the position involves significant interactions outside the university.
3. Confidentiality is to be strictly enforced. Committee members may not discuss applicants outside of the search committee process, except with the Hiring Manager; and the cognizant Department Chair, Director, Dean, and Vice President; and Senior Vice President and Provost.

Interviewing/Interview Approval
1. The Hiring Manager, informed by the search committee when used, shall evaluate the written application materials based upon the required and preferred education and experience statements in the posting. Only those applicants that meet the required criteria may be rated as qualified (i.e., with the code of “Yes – Qualified” in the online hiring system) and selected for interview. (For additional information, see the “P&S Recruitment and Selection Guide” available on the UHR Talent Acquisition site at www.hrs.iastate.edu/hrs/node/750.)
2. The college/unit HR Liaison will review applicant materials and approve interview requests on behalf of the Director, Dean, Vice President, or Senior Vice President and Provost. Departments may not certify their own request for interview approval (i.e., the college/VP level review is required). The HR Liaison has the responsibility to certify that the candidates flagged for interview are appropriate per the rating by the Hiring Manager, and based upon the written materials. The HR Liaison will certify all applicant materials, when feasible, but may alternatively certify a representative sampling of applications when the number of applicants is sufficiently large to make full individual reviews impractical.

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Hire Selection

1. The Hiring Manager is responsible for ensuring compliance with policy and procedures for the hiring of P&S staff.
2. Per the Hiring Authority Policy (http://www.policy.iastate.edu/policy/hiring), hiring authority for P&S employment is vested with the respective Senior Vice President, Vice President, Dean, or Director. The SVPP, VP, Dean or Director may delegate authority to the Associate Provost, Associate/Assistant VP, Associate Dean, or college/unit HR Liaison (without authority to re-delegate). Hiring Authority is exercised with the action of approving the Electronic Letter of Intent (i.e., the contract).

Contact for further information: Director of Academic Personnel and Policy, Office of the Senior Vice President and Provost