

Inclusive Search Recruitment and Hiring Guide
For Staff and Search Committees

All hiring practices shall be conducted in accordance with Notre Dame de Namur University's (NDNU) established procedures and the Equal Employment Opportunity Act. The following procedures must be adhered to when filling any and all vacancies.

Recruitment and Hiring Overview

- Step 1 Hiring Manager Creates a Job Description
- Step 2 Hiring Manager Submits Job Approval Form
- Step 3 Recruitment
- Step 4 Hiring
- Step 5 Next Steps Once the Offer Has been Accepted
- Step 5a Next Steps of the Offer Has been Declined
- Step 6 Onboarding New Employee

Notre Dame de Namur University Inclusive Search Recruitment and Hiring Process

Step 1 – Hiring Manager Creates a Job Description

New Positions

- The hiring manager creates a job description using the [Job Description Template](#)

Replacement for a Current Position

The hiring manager will reach out to the Human Resources office employees (faculty and staff) Mary Haesloop at mhaesloop@ndnu.edu or Prakashni Pratap at ppratap@ndnu.edu. The hiring manager may request a copy of the current job description on file. The hiring manager will review and make edits to align the position with the current needs and template. For student employment reach out to Prakashni Pratap at ppratap@ndnu.edu.

Step 2 – Hiring Manager Submits Position or Job Approval Form

Once the hiring manager has created the job description, [Personnel Requisition Form](#) must be completed.

- The position or job approval form is completed by the hiring manager.
- For Information regarding salary, please reach out to HR.

Please note: The Division Head has final authorization to approve new positions.

Step 3 – Recruitment

After the job is approved, the following steps should occur by the following constituents:

- Human Resources
 - Posting the Position
 - Post the position on the NDNU website and Paycom Talent Acquisition
 - Position is posted internally for five days if requested, giving internal candidates priority in the hiring process
 - After the five-day period positions may be posted externally, if not already
 - Make arrangements for additional advertising (cost to be absorbed by the hiring department)
 - Notify the Hiring Manager that the position has been posted, where it has been posted, and for how long it will be posited (if applicable)
 - Interview Process

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- Work with the Hiring Manager, Search Committee (if appropriate), and the Search Committee Chair during the hiring process
- All search committee members should familiarize themselves with the NDNU Inclusive Search Recruitment and Hiring Guide and will have completed the inclusive search training in the previous two years
 - View the UCLA's [7-part video series](#) on implicit bias (approximately 30 minutes total) and attend a completion session. Employees who complete this work will be eligible to serve on search committees for two years. HR will distribute certificates to those employees who complete the course
 - Train the Search Committee on inclusive search practices
 - Advise the Search Committee on current recruitment processes
 - Review interview questions when appropriate
 - Send “Thank you” but “No Thank you” correspondence once offer letter has been signed
- Hiring Manager
 - Posting the Position
 - Once the Position or Job Approval Form is approved;
 - Discuss other advertising possibilities with the Division Head and if appropriate reach out to Human Resources for posting on other sites (if not being posted at the division level)
 - Establish a Search Committee
 - Select Individuals who will participate in the candidate review process
 - Depending on the position being filled, the search committee should consist of no less than three individuals. The individuals should be from inside and outside the hiring department. (In some instances, students can be involved in the hiring process. Work with HR on how best to accommodate students in the search process.)
 - Interview Process
 - Coordinate the interview process or may delegate this to the Search Committee Chair
 - Keep the Human Resources Department informed throughout the interview process
 - Specifically reach out to any internal candidates not selected for the position
 - Send “thank you but no thank you” to all finalists for the position
- Search Committee Chair/Search Committee
 - The search committee will be notified that the position has been opened. They will also receive access to the talent acquisition tool in Paycom to manage applicants. The search committee is responsible for making the final recommendation to the hiring manager using areas of strength and professional development for each candidate
 - Additional duties include:
 - Search Committee Chair

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- Chair the meetings, facilitate the committee's work, and make sure timelines are met, assure proper procedures are followed, making sure to incorporate the inclusive search practices
- Act as a liaison between the Hiring Manager, Director of Human Resources, and the Committee
- Make appropriate status changes in Paycom as candidates move through the process
- Keep the Human Resources department informed of the progress of the committee
- Search Committee
 - Establish a list of questions to be asked of all candidates, including the diversity, equity, inclusion and belonging questions
 - All Committee members need to go through the inclusive search training
 - Review or develop an evaluation tool to make sure it meets the needs of the particular search
 - Review all resumes and evaluate all applicants
 - Work as a group to determine which candidates continue through the process, i.e. telephone/zoom interviews, on-campus interviews
 - Attend all committee and interview meetings

Step 4 – Hiring

After the hiring manager has identified an individual(s) they would like to extend an offer to the following steps should occur by the following constituent

- Human Resources
 - When the finalists for the position have been identified conduct background checks
 - Meet with the hiring manager to discuss the terms of the offer
 - Prepare the offer letter and new hire packet
- Hiring Manager
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 - After discussion with the Director of Human Resources, extend a verbal offer or the Director of Human Resources may extend the offer
 - Follow-up with the Director of Human Resources to ensure an offer letter is generated
 - Fill out or designate an individual to fill out the [New Hire Notification Form](#)

Step 5 – Next steps once the Offer Has Been Accepted

- Human Resources
 - Send an email to the hiring manager confirming the signing of the offer letter
 - Update employment section of the NDNU website
 - Collect all search committee materials at the end of the search
 - Upload all new hire paperwork into Paycom employee file

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- Complete the New Hire Notifier
- Hiring Manager
 - Send the final candidates who were not selected a “thank you, but no thank you” note (this can be an e-mail)
 - If the candidate is a student, friend of NDNU, or in the final screening but not offered employment, send a more detailed email. If it a current employee who applied, meet with them
 - Send a congratulations email to the new employee
 - Send a welcome e-mail to the campus community (approval from the Director of Human Resources before sending)
 - Make sure everything is ready for the new hire’s first day of work (consult the new hire checklist)
 - Follow-up with the Director of Human Resources about the process

Step 5a – Next Steps if the Offer as Been Declined

- Human Resources
 - Works with the hiring manager on a possible revised offer
 - Works with the hiring manager on an offer if other candidate/s in the final pool are acceptable
 - If not restart the process
- Hiring Manager
 - Works with Human Resources on a revised offer
 - Works with Human Resources on an offer to another potential candidate/s
 - Restarts the process

Step 5 – Onboarding the New Employee

Human Resources

- [Employee New Hire Checklist on Paycom](#)