

## APS Recruitment Procedures

At APS, when a supervisor or department head wishes to fill a either a replacement position or a new position, it is required that the supervisor/department head complete an APS Personnel Requisition form. Requisition forms are available on the APS staff information site on the Internet.

The Personnel Requisition form includes the following fields:

- Position title
- Date requested
- If replacement position, name of employee vacating position
- If "New Position" a check and checks as for either full time, part time, budgeted or not budgeted
- Recommended Hiring Salary Range: typically the minimum to mid-point of the position's grade salary range
- Salary Grade
- Dept. name
- Job hours
- Location (one of three APS Offices)
- Date needed filled
- Main job duties: Typically taken from job description
- Special needs (skills, work experience etc.)
- Education achievement level
- Management Approval Signature/Date boxes: Supervisor/Manager, Dept. Head, Treasurer, and HR Director

Once a requisition is approved, recruitment can begin.

Recruitment vehicle options used:

- Internal job placement on staff information site on the Internet and hard copy posting
- Posting on APS Homepage
- Advertising in online and/or in hardcopy publications and other talent search vehicles
- Mailings to university physics department chair people
- Search firms and job placement agencies

Application Submittal options:

- Electronic submission to dedicated HR email address (applicants receive automatic response that application was received as well as an EEO Voluntary Self ID form)
- Fax to HR
- Hard copy mail

### Applicant Resume Screening and Processing:

- HR Director recruits to fill exempt level job openings and HR Manager and HR Administrator recruit to fill non-exempt level openings.
- Some recruiting managers request that HR screen all applicant resumes and then send only those that HR feels are qualified to them, while other recruiting managers prefer to see all resumes, doing their own screening.
- Recruiting managers select the applicants they are interested in considering for possible interview.
- All resumes are kept on file for at least one year.

### Interviewing Applicants

- HR initially contacts all perspective interviewees, usually via phone.
- During initial the contact conversation, if HR determines that the candidate is both qualified and interested in pursuing the job further, HR will schedule the applicant for a personal interview. (In cases where the applicant isn't local and/or HR isn't sure that the applicant should be brought in for a personal interview, HR will arrange a pre-interview phone call meeting between the applicant and the recruiting manager.)
- Many applicants for APS jobs live outside the local area. Applicant travel expenses are charged to HR.
- HR works with the recruiting department to determine, besides HR who else will take part in the interview process.
- There is no standard list of interview questions. Interview questions are determined by the needs of the job. Both HR and recruiting managers are encouraged to be consistent in their line of questioning with all applicants.

### Reference Checks:

- HR contacts previous direct supervisors, including current supervisor if permission is granted by the candidate, and take notes. Obtain where possible:
  - dates of employment verification
  - job title verification
  - brief description of duties
  - 'last salary' verification
  - whether eligible for rehire, would the supervisor rehire the person
  - comments on strengths and weaknesses
  - comments on attendance and dependability
  - additional questions are asked if appropriate based on the needs of the vacant position

### Job Offers:

- HR makes job offers. Normally, starting salaries have to be between the minimum and mid-point of a position's grade salary range. Desire or need to offer starting salaries above the mid-point of a position's grade range requires authorization from the Treasurer.
- If a job offer is verbally accepted, a confirmation of job offer acceptance letter is mailed to the applicant. The letters include job title, grade, starting salary, start date, department and name of direct supervisor, and statement that the new employee will receive a formal 'new hire orientation' on the first day of employment.

### New Hire Orientation:

**College Park Office:** Create, including (some materials may be omitted based on eligibility of new employee):

Parking form w/sticker  
Metrocheck/Smartbenefits Form  
I-9  
Maryland New Hire Registry Form  
W4 Tax Form  
State Tax Form  
Emergency Notification Form  
Automatic Deposit Form  
Fitness Center Form  
Holiday Schedule  
FSA Application/Memo  
Insurance Rate Chart  
Establish Premium Conversion Plan Form  
Insurance Enrollment Form  
Medical and Dental ID Cards  
Benefits Summary  
Insurance Plan Book  
VSP Info Sheet(s)/Wallet Card  
Health insurance misc. materials as supplies last  
Retirement Plan Salary Reduction Agreement  
TIAA-CREF Contact Card  
TIAA-CREF misc. materials as supplies last  
Retirement Annuity Enrollment Package (RA)  
Supplemental Retirement Annuity Enrollment Package (SRA)  
GEICO Brochure  
Prepaid Legal Services brochure