

The Hiring Process at JMU

[Initiating a Recruitment Search](#)

[Closing a Position](#)

[Screening Applicants](#)

[Selecting Candidates](#)

[Checking References](#)

[Making a Decision](#)

[Filling a Position](#)

[New Hire Checklist](#)

[New Hire Paperwork for Faculty Searches \(Instructional & AP Faculty\)](#)

[New Hire Paperwork for Staff Searches \(Classified & Wage\)](#)

[New Hire Paperwork for Student Searches](#)

Initiating a Recruitment Search

- Obtain any necessary permission associated with your position. Check with Academic Affairs, AVP's and Department Heads as required by your department.
 - To establish a new Faculty position, you must obtain the appropriate signatures on the PAR form as well as submit a Position Description and Organizational Chart to Human Resources.
 - To establish a new Classified position, you must submit a PAR form and EWP to Human Resources.
 - *It is a highly recommended that you contact your Management Services Representative when establishing a new position. Click the following link to find your department's HR Representative, <http://www.jmu.edu/humanresources/management/>.*
- Go to <https://JobLink.jmu.edu/hr>
 - If you have an account, log in at this time.
 - If you do not have an account, select the "Create User Account" link on the left side of the screen. Complete the form and submit your account request. These are normally approved by the next business day.
 - Follow the instructions within the JobLink system to complete your request.
 - A Detailed JobLink Hiring Guide can be found at <http://www.jmu.edu/humanresources/employment/hiringguide.doc>
 - Once you are finished with the request, do one of the following:
 - Submit to Student Employment for Approval,
 - Submit to Grad School. or
 - Submit to HR/OEO for Approval.

[Back to top](#)

Closing a Position

- When you feel you have an adequate applicant pool to choose from you should close your position. Classified positions must remain open for 5 business days (7 calendar days) and Faculty positions must remain open for 30 days. Once these minimum

requirements have been met, you can close your position. It is a good idea to close the position once you start to review applications.

- Positions can remain open during the interview and selection process, but **please be aware that you must consider all individuals who apply, not just those individuals who had applied as of the time that you started reviewing applications or interviewing candidates.** By closing a position, no other applicants will be able to apply.
- To close a position, log in to JobLink and select the “Close” link in the Posting Status column on the right side of the screen.
- Positions can always be reopened if a pool of candidates does not meet the requirements of a position. Contact Recruitment Services at 8-6165 to reopen a position.

[Back to top](#)

Screening Applicants

- If necessary, choose a screening committee.
- Select criteria that relate to the Position Description/EWP.
 - In order for the Screening Criteria information to automatically populate into the Screening Grid, you will need to enter criteria into the Screening Criteria Information tab in the Requisition.
 - Log in at <https://JobLink.jmu.edu> > select the “View” link under the appropriate Working Title > select the Screening Criteria Information tab > enter up to 6 criteria in the available boxes > select the Continue To Next page button > select the Save radio button > select the Continue button > select the Confirm button.
- Complete a Screening Grid
 - Select the “Get Reports List” link in the Posting Number column after you have logged in to JobLink > select the Screening Grid radio button > Select the Generate Report button > Print.
 - *The screening grid is a tool available to Hiring Managers. If you would rather create a report in Excel or other software it is fine to do so.*
- Screen applicants one at a time.
 - Use a consistent system to rate the candidates.
 - Use a (+, 0, -) system. Applicants who meet a requirement receive a (+). Those who somewhat meet a requirement receive a (0). Those who do not meet a requirement received a (-).
 - Use a 1-10 or 1-5 rating system. Rate all the candidates against each criterion and then add up all of the candidate’s points.
 - *Upon filling the position in JobLink, you will be required to indicate why each applicant was not interviewed.*

[Back to top](#)

Selecting Candidates

- Faculty searches must establish search committees. In general, search committees should have both male and female representation. In addition, it is strongly recommended that a minority representative be placed on the committee--

undergraduate and graduate students are very effective in this effort. For details on establishing a search committee, contact the Office of Equal Opportunity.

- For Classified searches (if necessary), select individuals to serve on your search committee/interview panel.
- Based on your screening information, select the candidates you would like to interview. You should interview anyone who meets your minimum criteria. Preferably, we would like you to interview at least three candidates.
- Schedule Interviews. *Note the scheduled times of the interview on the sheet you take notes on during the interview.*
- Develop the interview questions based on the previously established criteria and the EWP/Position Description.
- Conduct the Interviews.

[Back to top](#)

Checking References

- Select the candidates you are interested in hiring. You may either check references before or after you conduct interviews but please be consistent with which ever method you use.
- Download a reference check form at <http://www.jmu.edu/humanresources/employment/telephonecheck.doc>.
- Contact the current supervisor (if you have permission) and at least one former supervisor.
- Ask the questions on the form and any additional questions you feel are necessary, documenting the responses.

[Back to top](#)

Making a Decision

- Select the candidate you wish to hire.
- For Instructional Faculty positions, contact your Department Head and/or Academic Affairs as necessary to determine the starting salary before making an offer.
- For Classified and AP Faculty positions, contact your Management Services Representative to determine the starting salary before making an offer.

[Back to top](#)

Filling a Position In JobLink

- First you must change the status of each applicant in JobLink. *This can only be done by the person who created the position or anyone designated as a Departmental User for that position.*
 - Log in > select the “View” link in the Working Title column > A list of applicants will appear > In the Status column, select the “Change Status” link > In the Status column use the drop down box to select the appropriate designation > In the Selection Reason column, use the drop down box to select the appropriate reason.
 - To change multiple statuses, select the All button in the All/None column. Uncheck the boxes you do not wish to change > select the

Change Multiple Applicant Statuses button under the last name on the page > Using the Change For All Applicants status boxes drop down list, change the status of the applicants you have selected.

- Once you have changed the status of all the applicants and only have the person(s) you are hiring > click on the Screening Criteria Information tab at the top right of the screen > select the Continue To Next Page button > select the Fill designation > select the Save button.

[Back to top](#)

New Hire Checklist

- The hiring manager check list can be found at <http://www.jmu.edu/humanresources/employment/checklist.doc>

[Back to top](#)

New Hire Paperwork for Faculty Searches (Instructional & AP Faculty)

- The following forms must be completed and forwarded to Human Resources at MSC 7009 before the candidate is hired through payroll. Links to required paperwork can be found below.
 - PAR <http://www.jmu.edu/humanresources/newpar.doc>
 - Position Description <http://www.jmu.edu/humanresources/management/EWPIandII.doc>
For AP Faculty when creating a new position or changing the duties of a position.
 - Background Check <http://www.jmu.edu/humanresources/release.doc>
 - I-9's <http://www.uscis.gov/files/form/i-9.pdf>
 - Personal information sheet <http://www.jmu.edu/humanresources/persinfo.doc>
 - Direct Deposit Form <http://www.jmu.edu/payroll/forms/ddauthor.pdf>
 - W-4 http://www.jmu.edu/payroll/forms/fw4_05.pdf
 - VA-4 http://www.tax.virginia.gov/web_pdfs/busForms/fva4xx6_99.pdf
 - A copy of their Social Security Card
 - Transcripts verifying the highest degree received. Transcripts must be original documents. Photocopies or electronic copies printed by the faculty member are not acceptable.
Unnecessary for PNT.
AP Faculty only need them if they will be teaching as well.
 - Contract
Unnecessary for Adjunct Faculty & PNT
- The following materials should be kept in files to be easily referenced by the department for a minimum of three years:
 - References
 - Screening Criteria Information
 - Interview Questions & Notes
 - Other search materials

[Back to top](#)

New Hire Paperwork for Staff Searches (Classified & Wage)

- The following forms must be completed and forwarded to Human Resources at MSC 7009 before the candidate is hired through payroll. Links to required paperwork can be found below.
 - PAR <http://www.jmu.edu/humanresources/newpar.doc>
 - PAW <http://www.jmu.edu/humanresources/management/paw05.doc>
 - EWP <http://www.jmu.edu/humanresources/management/EWPIandII.doc>
 - Background Check <http://www.jmu.edu/humanresources/release.doc>
 - I-9's <http://www.uscis.gov/files/form/i-9.pdf>
 - Personal information sheet <http://www.jmu.edu/humanresources/persinfo.doc>
 - Direct Deposit Form <http://www.jmu.edu/payroll/forms/ddauthor.pdf>
 - W-4 http://www.jmu.edu/payroll/forms/fw4_05.pdf
 - VA-4 http://www.tax.virginia.gov/web_pdfs/busForms/fva4xx6_99.pdf
 - A copy of their Social Security Card
 - References
 - Screening Criteria Information
 - Interview Questions & Notes
 - Other search materials

[Back to top](#)

New Hire Paperwork for Student Searches

- PAR <http://www.jmu.edu/humanresources/newpar.doc>
- A signed Position Description
http://www.jmu.edu/stuemploy/wm_library/PD_2005.doc
- I-9's <http://www.uscis.gov/files/form/i-9.pdf> (New Hire's Only)
- Personal information sheet <http://www.jmu.edu/humanresources/persinfo.doc>
(New Hire's Only)
- Direct Deposit Form <http://www.jmu.edu/payroll/forms/ddauthor.pdf>
- W-4 http://www.jmu.edu/payroll/forms/fw4_05.pdf
- VA-4 http://www.tax.virginia.gov/web_pdfs/busForms/fva4xx6_99.pdf
- A copy of their Social Security Card (New Hire's Only)

[Back to top](#)