

AP Faculty Recruitment Reminders and Resources

AP Faculty Search Committee Training

- The hiring manager/search committee chair and all search committee members must complete Search Committee Training before reviewing applicants. You will receive access to the training by filling out [this form](#). As the committee chair, be sure to send this form link to all search committee members. Once the form has been submitted, you will receive an email from Microsoft Teams providing access to the training video. Each committee member must fill out the form to gain access to the training, then complete the training prior to beginning application review.

Advertising

- For the best results, utilize various sources.
- All advertising that costs \$100 or more must be approved by HR before being placed.

Applicants / Screening Process

- All applicants must apply in PageUp, if an applicant mails or emails application materials, please notify him/her of the requirement to apply through PageUp.
- All applicants must be screened using the same job-related screening criteria by the same search committee member(s).**
- Be consistent throughout the screening process – use the same process and criteria for all candidates.
- The screening criteria must be listed in the qualifications field of the posting.**
- Veterans are to be given preference throughout the hiring process, please refer to the screening grid for how to provide preference during the screening process.



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Closing the Posting

- You must equally consider every application that is received in the PageUp system.
- Change the status of the posting to "closed" when you feel you have an adequate pool as long as the minimum posting requirement has been met (30 days for faculty recruitments).
- If you have an automated close date, it may not come down before the listed date.
- There are times when you will need to re-post a position. You may do so by contacting your HR Recruitment Specialist.

Interview Process

- Once the search committee has identified the final candidates the search committee chair will share the names of their final candidates with the HR Recruitment Specialist.
- Search committee members must attend all interviews.
- The search committee must ask the same core questions of all interviewed applicants (follow-up questions may vary).
- All search committee members must provide notes of applicant responses to interview questions.
- Remember that the interview process begins from the time a candidate arrives and concludes at the time they leave. This includes travel to and from the airport, meals, meeting with students, etc. Be sure that everyone who interacts with your candidate is aware of what should and should not be discussed.**
- HR does not recommend recording interviews conducted via Zoom or by phone.
 - If an interview/presentation will be recorded, be sure to contact your HR Recruitment Specialist in advance for information on required release forms.



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Reference Checks

- At least three job-related references must be completed before any employment offer is made.
- You may use reference letters, but we also encourage calling references.
- Reference check forms and letters for the hired candidate for all positions should be sent to the HR Recruitment Assistant at jobs@jmu.edu.

Making the Offer & Communicating with Candidates

- Before offering a position or proposing a salary to any employee, whether a new employee or current JMU employee, the hiring supervisor must speak with their [HR Consultant](#).
- Starting salaries must not exceed the advertised salary range.
- Be sure to extend the offer before contacting those candidates who were not selected for the position.
- The Hiring Manager/Search Committee Chair is expected to personally notify candidates who were interviewed that they were not selected for the position promptly.

PageUp

- Once an offer has been accepted, the individual who created the posting will need to finalize the posting in PageUp by [updating all applicant statuses](#) and submitting the [finalize a posting request form](#).



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Stewardship of Documents

- All materials for faculty searches should be kept on file within the department for 3 years from the time the posting was filled in PageUp, at which time they should be destroyed.
- Search materials include all screening grids, interview notes, reference checks for those not hired, and written correspondence to and from candidates.
- Before destroying search materials, please complete the Certificate of Records Destruction (Form RM-3) form and send the form to the Records and Customer Service Coordinator, MSC 7009. A copy of this form can be found on the following page, within the [Records Management Resources box](#).
- You do not need to keep copies of materials that were printed from PageUp. Those materials will be stored electronically in the system for three years.

Onboard

- Once an offer is accepted, please submit the ePAR to initiate the New Hire process. **New hires must be cleared through the Onboard process before they may begin working.**

Thank you for helping ensure a complete and successful recruitment process!



AP Faculty Recruitment Resources

Recruitment Related Policies

[Policy 1302: Equal Opportunity](#)

[Policy 1320: Providing and Obtaining Employment Reference Information](#)

[Policy 1321: Criminal History Investigation](#)

[Policy 2101: Faculty Hiring Procedures](#)

Resources

[A&P Faculty Recruitment Resources](#)

[Hospitality Checklist](#)

[PageUp for Hiring Managers](#)

[Hiring Information and Forms \(FAQ's, Telephone Reference Checklist\)](#)

[Dual Career and Community Resources Program](#)