

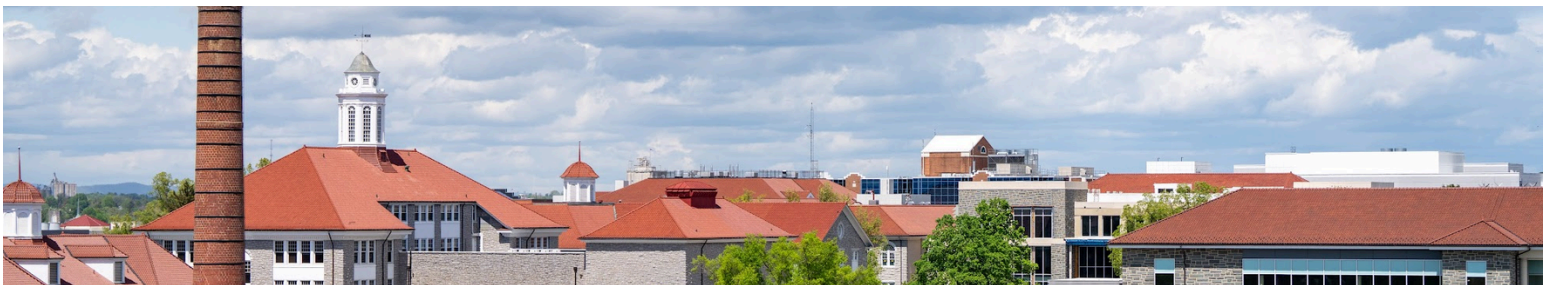
Classified/Wage Recruitment Reminders and Resources

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.**
- You must screen all applications according to the minimum qualifications, relevant work experience, veterans' preference, and other additional considerations established for the position.
- 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.
- Applicants who indicate they are applying through the Alternative Hiring Process (AHP) can receive priority consideration.
- Candidates must also be screened for preferential placement consideration via their submission of a Yellow or Blue Card as outlined in DHRM Policy 1.30, Layoff.
- Please reach out to your Recruitment Specialist for further guidance if an applicant has indicated they are applying through the AHP or if they have a Yellow or Blue Card.*



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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

- All 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.
- Be sure not to record any interviews conducted via Zoom or by phone.

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.



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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](#). This will generate an email to those candidates that were not interviewed advising them that the position has been filled.

Stewardship of Documents

- The screening grid(s), interview notes from all committee members, and reference checks for those not hired (if conducted) must be submitted to the Human Resources Office (MSC 7009) once the position has been filled. This also includes written correspondence to and from candidates.
- Reference check forms and letters for the hired candidate for all positions should be sent to the HR Recruitment Assistant, MSC 7009.
- You do not need to submit materials that were printed from PageUp. Those materials will be stored electronically in the PageUp system for three years.



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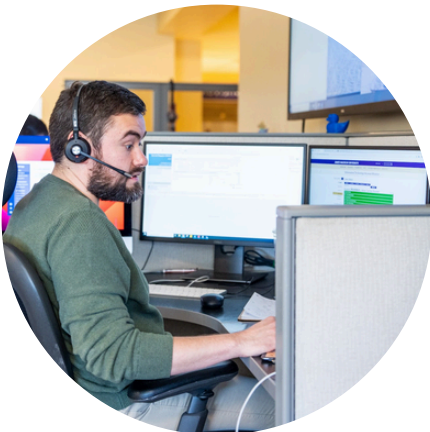
Onboard

- 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.**

What Do I send to HR?

- The electronic onboard form and PAR form if you are part of a grant that is still not on ePAR. These are located on the HR website.
- The PAR, PAW (if applicable) and reference checks should be sent to HR at MSC 7009.
- The screening grid(s), interviews notes from all committee members and reference check for those not hired (if conducted) and any other written correspondence to and from candidates, such as emails, thank you notes, etc. should be sent to your Recruitment Specialist at MSC 7009.

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



Classified/Wage Recruitment Resources

Recruitment Related Policies

[Policy 1301: Nepotism and Employment of Family Members](#)

[Policy 1302: Equal Opportunity](#)

[Policy 1313: Recruiting & Hiring for Classified and Wage \(Part-time\) Positions](#)

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

[Policy 1321: Criminal History Investigation](#)

[DHRM Hiring Policy 2.10](#)

Resources

[PageUp for Hiring Managers](#)

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

[Advertising Sources](#)

[Salary Administration Plan](#)