KENTUCKY STATE UNIVERSITY
Hiring Procedures – Regular Employees

Step 1(a): Approval to Post – Vacancy of an Existing Position

Upon receipt of a resignation, complete a *Vacancy Reporting Form* available on the university’s intranet under “Human Resources.”

Essential data for the form:

- Anticipated starting salary which must be at least the minimum of the pay grade. If left blank, the position will be offered at the pay grade minimum.
- Labor distribution accounting or FOAPAL:
  - Fund
  - Organization
  - Account
  - Program
  - Activity
  - Location
- Percentage(s) to be charged to each FOAPAL.
- Position number(s).
- Attach copy of position description in the approved university format. The title on the position description must match the title on the *Vacancy Reporting Form*.
- Send position description in Microsoft Word format to Human Resources.
- Signatures.

NOTE: An Electronic Personnel Action Form (EPAF) for the departing employee must be available for review on-line or a copy of the resignation letter should be attached to the *Vacancy Reporting Form*.

Attach a draft advertisement and any available information for publications and/or websites that might be used for specialized, targeted recruitment for the vacant position.
Submit completed form(s) to the Budget Office for review.
Once approved by the Budget Office, the form will be sent to Human Resources (HR) which seeks the approval of the Cabinet to post/advertise the position.

**Under no circumstances are candidates to be interviewed prior to HR receiving approval to post/advertise from the Cabinet.**

**Step 1(b): Approval to Post – Vacancy of a New Position**

Before a *Vacancy Reporting Form* for a new position is submitted to the Budget Office a new position number must be requested. The following information should be provided to the Budget Office via email:

- Labor distribution accounting or FOAPAL:
  - Fund
  - Organization
  - Account
  - Program
  - Activity
  - Location
- Position funding amount
- Full time or part time
- Permanent or Temporary
- Student or non-student
- Proposed exempt or non-exempt status

Once the position number is received from the Budget Office, a position description in the approved university format must be submitted to HR, including a copy in Microsoft Word format. The HR review will ensure proper pay grade assignment, consistency of titling across campus and correct exempt/non-exempt status.

Once the HR review is completed and communicated to the hiring official, proceed with completing a *Vacancy Reporting Form* as detailed in Step 1(a), above.
Special note regarding Interim appointments:

Although Interim appointments may be made without recruiting the position, an approved *Vacancy Reporting Form* must be completed and approved by the Cabinet prior to the appointment in accordance with Step 1(a) or 1(b) above. Individuals hired on an Interim appointment are still subject to the mandatory pre-offer background check. Interim appointments should not extend beyond twelve (12) months unless approved by the president.

**Step 2: Recruitment**

Once approved for posting, vacancies are posted for a minimum of ten (10) working days on the HR section of the university’s webpage and intranet. Depending on the position, HR, in consultation with the hiring official: places classified advertisements in local, regional, national or international publications; employs the services of outside agencies; contacts schools or colleges; and uses online resources to locate and attract qualified, diverse applicants. At any given time the university may subscribe to one or more advertising services providing unlimited advertising for a fixed annual cost. The hiring department will not be charged for advertising on those sites. Advertising costs for other sites and/or publications will be charged to the hiring department. Under no circumstances will recruiting (i.e., contacting agencies, placing ads) be allowed by any department unless it has been discussed with and approved in advance by HR.

**Step 3: Interviews**

After review by HR to ensure the candidates meet the advertised minimum job qualifications, applicants will be referred to the hiring official. Each paper application or resume will be accompanied by an *Employment Applicant Referral* form. Blank versions of the form are also available on the university’s intranet under “Human Resources.”

The hiring official is responsible for arranging candidate interviews as well as conducting reference checks.

Upon completion of the interviews and reference checks the hiring official
must complete an Employment Applicant Referral form for every applicant interviewed. The forms for the non-selected applicants must include a brief job related reason for not selecting the named applicant. The form for the selected applicant must include a proposed starting date and a proposed rate of pay. A recommended rate of pay for non-exempt employees must be presented in a “per hour” format.

**Step 4: Job Offer**

Receipt of the Employment Applicant Referral forms will constitute notice to HR of the selection decision which will trigger the mandatory pre-offer background check. Background checks normally take no more than five (5) business days unless there is difficulty collecting data. Difficulty collecting data is not necessarily an indication that there is a problem with the applicant’s background. If the background check reveals negative information that brings employment into question, HR will contact the hiring official to discuss how to proceed.

If the applicant clears the background check, HR will proceed with the job offer based upon the information provided on the Employment Applicant Referral form which includes a proposed starting salary. Starting salaries are normally set as the minimum of the pay grade for the position. If the hiring official proposes a starting salary above the pay grade minimum, the hiring official and Director of Human Resources will discuss the proposed starting salary with the understanding that hire rates above the pay grade minimum may be considered based upon factors, including but not limited to:

- Applicant education and/or experience that significantly exceeds the minimum for the position;
- Market factors that need to be addressed in order to attract and retain employees; and
- Equity within the department and across campus.

The job offer will be made only after the hiring official and the Director of Human Resources reach agreement regarding the starting salary.

If the offer is refused, the hiring official and HR may consider changes to the
offer (start date, rate of pay, etc.) or the hiring official may select an alternate candidate from those already interviewed. If an alternate is selected, a revised Employment Applicant Referral form must be completed for the candidate and the mandatory pre-offer background check must be completed. If no alternate candidate is acceptable, the position may be re-posted without requiring a new Cabinet review for approval to post.

HR will communicate an accepted job offer to the hiring official who is responsible for generating the EPAF.

New hire start dates will be either the first or sixteenth of the month. If the first or sixteenth falls on a weekend or holiday, the start date will instead be the first work day after the first or sixteenth. New Employee Orientation will follow the same schedule so new employees will attend orientation on their first day of employment.

**Step 5: Written Offer**

HR will follow-up with a written job offer. Only HR is authorized to make verbal or written job offers, including those for Interim appointments, on behalf of the university. HR will notify the hiring official when a signed acceptance is received. No individual may begin employment without submitting a signed acceptance of the written job offer to HR.

**Step 6: Create EPAF**

No employee may begin employment prior to final approval of the EPAF; therefore, it is the responsibility of every EPAF approver to watch his/her approval queue to ensure timely review and approval which will also ensure timely payment to the new employee. EPAF approvers should also remember that a delay in reviewing and approving EPAFs may create an unnecessary backlog for others in the approval queue and/or delays in payment to the new employee.