**CLASSIFIED POSITIONS**

**HIRING MANAGER CHECKLIST AND GUIDE**

Hiring Managers are the individuals responsible for making final hiring decisions (pending approval from Senior Leadership, Human Resources, and the Budget office).

The following are the specific action steps Hiring Managers take to fill a position at RIC:

* Identify that there is a need for a position to be filled. The Office of Human Resources must receive express approval from the Divisional Vice President before further action can be taken.
* Review the needs and determine if a reclassification is appropriate to better serve the department.
	+ **If a reclassification is needed**, determine which state job description best matches the needs of the department.
* The Director/Dean will submit a request to Danielle Silva, HR Coordinator, Classified Service, to have the position reclassified. A detailed rationale for the request is required. In this request you should indicate the justification for the reclassification, a work schedule (hours/days, academic/calendar year), a position overview and any preferred qualifications.
* If the request is approved by Maggie Sullivan, Director of Human Resources, a request will then be submitted to Department of Administration (DOA) for approval.
* Once DOA approval is received, the job posting will be created in PeopleAdmin and then sent to the Budget Office, the departments’ Vice President and the college President for final approval.
* **If a reclassification is not needed**, please complete the questionnaire. The job posting will be created in PeopleAdmin and then sent to the Budget Office, the departments’ Vice President and the college President for final approval.
* Once the posting request is approved by all parties, the position will be live and remain posted for 10 calendar days.
* After the 10 days have concluded and the position is closed, the Office of Human Resources will conduct an in-depth review to select the appropriate candidates to move forward in the process.

Identifying Finalists

* Primary seniority shall be taken into consideration first. This means that applicants who are applying for a lateral move within RIC’s local bargaining unit will be considered first. If there are no lateral applicants from within our local bargaining unit, we will then consider lateral applicants from within all of Council 94 in the state of RI.
* Where there are no lateral applicants from within all of Council 94 and there is a valid civil service list, the position shall be filled from the top six employees represented by Council 94 on the certified promotional list.
* Where no lists exist for certification, the position shall then be filled based on state seniority from within the local bargaining unit. This means that the college will consider the top six senior/qualified employees within any classification on campus. Where there are less than six eligible employees therein, the top six will then include all of Council 94.
* If there are less than three eligible applicants from within all of Council 94, the college **may** repost such vacancy.
* If the college decides not to repost and no bids are submitted from any member of Council 94, the College may then hire externally.
* After the top six applicants have been selected, any screenings (i.e. Microsoft Word, Microsoft Excel) shall take place in the Office of Human Resources.
* Should an applicant fail the assessment, the college will select another applicant in accordance with the steps identified above.
* The successful candidates will be released to the search committee\* and/or hiring manager for review in PeopleAdmin.
* The search committee/hiring manager will review the applications and schedule interviews. The Office of Human Resources will provide interview evaluation forms to be completed by all members of the search committee and/or the hiring manager.
* Once the interviews are complete, the hiring manager will submit all interview evaluation forms and any supporting documentation to Danielle Silva in the Office of Human Resources, indicating their hiring recommendations.
* The Office of Human Resources will contact the applicant and extend a conditional offer of employment.
* If the applicant accepts, the Office of Human Resources will begin the hiring eligibility process which will include the following:
	+ Three professional reference checks provided by the applicant.
	+ HireRight background check.
	+ Any special requirements as indicated on the state job description (i.e. physical examination, psychological evaluation, etc.)
* After all screenings are complete, the Office of Human Resources will submit an approval request to hire to the DOA.
* If approved, an official offer will be made and an orientation will be scheduled.