

Northern District Staff / Wage Hiring

Application

This Best Practice applies to hiring of full time University staff and wage staff procedures for all VCE Northern District (ND) employees.

Best Practice

It is the Best Practice of the Northern District (ND) and its' offices to follow University/Department of Human Resources and CALS Human Resources policies and procedures.

Purpose

This best practice provides uniform guidelines for hiring of full-time University staff and wage positions so that offices may stay consistent throughout the District.

Authority

- [Policy 4010 – Policies Governing University Staff](#)
- [Policy 4031 Interviewing and Selection Guidelines for Off-Campus Wage and Salaried Classified Positions](#)
- [Policy 4032 Recruitment Guidelines for on and off-Campus Wage and Salaried Positions](#)
- [Policy 4060 Conviction and Driving Record Investigation for Employment](#)

Related University Policies (Links)

- [Policy 4260 Probationary Period for Salaried University Staff Employees](#)
- [Policy 4300 Hours of Work for University and Classified Staff](#)
- [Policy 4298 Wage Employee Time Worked Records](#)
- [Policy 4320 Guidelines for the Fair Labor Standards Act \(FLSA\)](#)

Administrative Procedures

WAGE / STAFF HIRES

Units wishing to hire a wage position or University Staff position are required follow the outlined steps below during the recruitment process:

- 1) Contact District Office for approval of current position description (PD) to see if modification of current position description is needed. If the current PD is outdated, the hiring manager should make corrections and send to the District Office.
- 2) If no PD is on file, the Hiring Manager should develop one.
- 3) The position will be then be loaded in the Recruitment Management System (RMS) and sent to Human Resources.
- 4) HR will review the PD and approve, once approved, the position will post to jobs.vt.edu for two weeks.
- 5) Individuals on the hiring committee will receive a guest log in to view applicants. If it is determined that there is either not enough candidates to interview or not a qualified pool of candidates, the hiring manager should e-mail the District Office BEFORE the close date to extend the posting.
- 6) * Hard to fill areas geographically, or for a difficult to fill position, can post the position with a review date / leave open until filled.
- 7) If you choose to run a local ad , please make sure it runs no further than the close date listed on jobs.vt.edu and includes an EEO statement. To conserve budget on print, the suggested EEO Statement is: "Virginia Tech is an equal opportunity/affirmative action institution." [Click here for more information on advertising your job.](#)
- 8) The District Office will send the hiring manager a screening grid when the position closes.
- 9) Once the position has closed, the search committee, which is those who receive guest logins, will conduct formal screening of the applicants. This is completed via a screening grid, (Attachment A/B)
- 10) The Hiring Manager should complete the screening grid in order to determine the candidates that meet the criteria established in the position description. The screening grid includes the required and preferred qualification for the position. The qualifications that have been specifically indicated in the job description that can be evaluated by reviewing the application materials, **which are the only criteria that should be used to qualify the applicant pool. Always remember, equity in the interview process!**
- 11) NO applicant should be contacted for an interview until the first screening grid has been approved by HR - (Attachment A). The first screening grid is your tool to determine which candidates "screen in" for an interview.
- 12) Once interviews are conducted, The ND Office should be sent a second screening grid to be forwarded to HR for approval of the candidate for which you wish to refer for hire. At this point, reference checks should be completed following University Policy, using the VCE Reference Check Form. Hiring Managers should also send a copy of their interview questions and a summary of who their top candidate is to the District Office to be forwarded to HR with the final screening grid.

3.4 Conducting Reference Checks

Reference checks with current and previous supervisors must be conducted on the finalists for the position.

Source: Policy 4031

Note: Hiring Managers may wish to contact the top candidate to notify them that they are the top candidate and seek approval to contact the present supervisor of the candidate.

- 13) Once HR reviews the candidate referred for hire and approves the hire, a salary range will be given from HR based on the candidate's qualifications and credentials. HR dictates the salary offer range, not the District Office; the salary range given is non-negotiable.
- 14) At this time, the Hiring Manager may make a verbal offer to the candidate, once the candidate accepts the offer, notify the District Office. You should discuss the start date with your candidate at this time. Please be reasonable when doing this, it takes a great deal of time to process paper work, a minimum of 2 weeks lead time is usually needed for the District Office and CALS HR. If the recruitment is for a FTE position, starts dates are the 10th and 25th of the month, always choose the latter date.

Post Recruitment Process:

- 1) Once the candidate has accepted the offer of employment the District office will complete the hiring process and communicate with the successful candidate. This includes the background and driving check, I-9 Verification, Direct Deposit, Tax forms, Selective Service Form (for male employees), and official wage/staff offer letter and P-12W.
- 2) For full-time positions, the District Office will coordinate New Hire Orientation and lodging arrangements. The Units will be responsible for completing the TA/TR for mileage and MIE; Full-time employees are required to attend New Hire Orientation within 30 days of hire for benefit enrollment.
- 3) **Candidates cannot start until the conviction check is complete!**

Virginia Polytechnic Institute and State University
Revision: 6

Policy 4060
February 3, 2017

- A. Conviction Checks - required for all non-student positions (full-time, part-time, temporary/wage). Human Resources will obtain through a third party vendor or the Virginia State Police.
 - a. An employee changing jobs through the competitive process, or adding additional job(s) beyond a primary job through the competitive process, is not subject to a second conviction check if he/she has previously undergone a conviction check with no break in service.
 - b. Employees changing jobs through the non-competitive process, or adding additional job(s) beyond a primary job through a non-competitive process (such as Emergency Hire, P14, Sporadic Hire) are not subject to a new/additional conviction check.
 - c. An employee returning to Virginia Tech in any appointment after a break in service of less than 24 months is not subject to another conviction check if he/she had previously undergone a conviction check when hired originally, or at some subsequent point. Any employee returning after a break in service of 24 months or greater is required to undergo a conviction check.
 - c. Hiring officials, in consultation with Human Resources and Senior Management, may designate certain areas or job types that require a second conviction check based on job related duties, even if the candidate falls into category a. b. or c above.

Source 4060

- 4) The District Office annually completes certification of I-9 Status for District Employees. Each office has one person designated to complete the I-9 verification process as well as a backup. New employees will be instructed what items to bring on their first date of employment for this process. The employer

component of the I-9 **must be completed no later than three (3) working days** of the date of hire. Each Unit should be familiar with this process and review the following link:

<https://www.controller.vt.edu/resources/payroll/onlinei9.html>

- 5) At this point, Hiring Managers should transpose the [rejection letter](#) on to [VCE letterhead](#) to notify all candidates that the position has been filled.

Glossary

- **Wage/ 1500-hour employee:** Part-time employees, who may work no more than 1500 hours from May 1 to April 30 of the following year. No benefits are received in these positions.
- **Full-time Employee (FTE):** Employee who works 40 hours per week and receives full University benefits
- **Screening Grid:** Tool used to evaluate and advance applicants in the candidate pool.
- **I-9:** Electronic form used to verify eligibility to work in the U.S.
- **Conviction Check:** Process used to verify criminal history for all employees.

Attachments

- VCE Reference Check Form (Attachment C)
- Screening Grid (Attachment A/B)
- [Time Clock Plus Reference Guide for Supervisors \(wage only\)](#)
- [VA- 4](#)
- [W-4](#)
- [Selective Service Form \(Male employees only\)](#)
- [Direct Deposit Form](#)
- [Wage Employee Appointment Record](#)
- [Rejection Letter](#)

Best Practice Administration

Reviewer: _____
Matthew R. Lail, MBA, VCA
District Office Coordinator

Date

Approver: _____
John G. Thompson, MS
District Director

Date

Attachment A, Grid 1 Example: (Pre-Interview) (only one Grid should be submitted to the District Office)

This will come to you in Excel and will be pre-filled. Rank your candidates on each qualification from 1-3, highlight in yellow the candidates that you wish to bring in for an interview. List no reason code for them. For those that do not screen in list the appropriate reason code:

Position Number:														Rating Scale				
Work Title:														3 Exceeds Minimum Qualification				
Posting Number:														2 Meets Minimum Qualification				
Required Qualifications													Preferred Qualifications				1 Does Not Meet Minimum Qualification	
Applicant's Name	BS Degree in Accounting, Business or applicable discipline	Experience in performing financial responsibilities	Strong Communication skills and interacting with diverse groups	MS Office Experience, Database Management Experience, Use of Electronic Databases, ability to learn	Social Media Experience	Experience or capacity to learn new software quickly and accurately	Veteran Status	Strong knowledge of accounting principles	Experience with Excel and similar databases	Banner, HologicMat, Quickken Experience	Experience with COVA Accounting Guidelines	Budgeting Experience	Excellent Customer service and communication skills	Total/Comments	Reason Code #			
Applicant's Name	1	2	2	2	1	2		1	2	1	1	1	2	18	13			
Applicant's Name	1	2	2	2	1	2		1	2	1	1	1	2	18	13			
Applicant's Name	2	2	2	2	1	2		1	2	1	1	1	2	19	14			
Applicant's Name	1	2	2	2	1	2		1	2	1	1	1	2	18	13			
Applicant's Name	1	1	1	2	1	2		1	2	1	1	1	2	16	13			
Applicant's Name	2	3	2	2	1	2		2	2	1	1	1	2	21				
Applicant's Name	1	2	2	2	1	2		1	2	2	1	1	2	19	13			
Applicant's Name	1	1	2	2	1	2		1	1	1	1	1	2	16	13			
Applicant's Name	1	2	2	2	1	2		2	2	2	2	2	2	22				
Applicant's Name	1	2	2	2	1	2		2	1	1	1	1	2	18	13			
Applicant's Name	3	2	2	2	1	2		2	2	1	1	1	2	21				
Applicant's Name	2	2	3	2	2	2		2	2	2	2	1	3	25				
Applicant's Name	1	2	2	2	1	2		2	2	1	1	1	2	19	13			

Status	Definition	
Does Not Meet Minimum Requirements	Does not meet the minimum qualifications posted for the position	13
Meets Minimum Requirements, not advanced	Does meet the minimum qualifications posted for the position, but not selected for phone screening or formal interview (Qualifications not as strong)	14
Selected for screening (airport, phone, etc.), not advanced	Select a reason below:	
	Declined Screening or refused or unable to accept schedule, salary, duties or other work conditions	15
	Did not show for screening	16
	Could not contact for screening (After 2 attempts)	17
	Accepted another position	18
	Qualifications not as strong as other candidates	19
	Interpersonal or communication skills not as strong	20
	Other - (must have approval from Human Resources or Equity before using)	21

Attachment B, Second Screening Grid (only one Grid should be submitted to the District Office)

After interviews, the Hiring Manager will complete the final grid. Place a 1 for the reason code for the candidate you wish to refer for hire and highlight in yellow. For those who received interviews but are not being advanced, place the appropriate reason code for them.

Position Number:												Rating Scale				
Work Title:												3 Exceeds Minimum Qualification				
Posting Number:												2 Meets Minimum Qualification				
												1 Does Not Meet Minimum Qualification				
		Required Qualifications					Preferred Qualifications									
		BS Degree in Accounting, Business or applicable discipline	Experience in performing financial responsibilities	Strong Communication skills and interacting with diverse groups	MS Office Experience, Database Management Experience, Use of Electronic Databases, ability to learn	Social Media Experience	Experience or capacity to learn new software quickly and accurately	Veteran Status	Strong knowledge of accounting principles	Experience with Excel and similar databases	Banner, HokieMart, Quicken Experience	Experience with COVA Accounting Guidelines	Budgeting Experience	Excellent customer service and communication skills	Total/ Comments	Reason Code #
		1	2	2	2	1	2		1	2	1	1	1	2	18	13
		1	2	2	2	1	2		1	2	1	1	1	2	18	13
		2	2	2	2	1	2		1	2	1	1	1	2	19	14
		1	2	2	2	1	2		1	2	1	1	1	2	18	13
		1	1	1	2	1	2		1	2	1	1	1	2	16	13
		2	3	2	2	1	2		2	2	1	1	1	2	21	25
		1	2	2	2	1	2		1	2	2	1	1	2	19	13
		1	1	2	2	1	2		1	1	1	1	1	2	16	13
		1	2	2	2	1	2		2	2	2	2	2	2	22	26
		1	2	2	2	1	2		2	1	1	1	1	2	18	13
		3	2	2	2	1	2		2	2	1	1	1	2	21	25
		2	2	3	2	2	2		2	2	2	2	1	3	25	1
		1	2	2	2	1	2		2	2	1	1	1	2	19	13

Status	Definition	
Selected for screening (airport, phone, etc.), not advanced	Select a reason below:	
	Declined Screening or refused or unable to accept schedule, salary, duties or other work conditions	15
	Did not show for screening	16
	Could not contact for screening (After 2 attempts)	17
	Accepted another position	18
	Qualifications not as strong as other candidates	19
	Interpersonal or communication skills not as strong	20
	Other - (must have approval from Human Resources or Equity before using)	21
Status	Definition	
Selected for Formal Interview, Not Advanced	Select a reason below	
OR	Did not show for formal interview	22
Selected for Formal Interview, Not Advanced (Silver Medalist)	Could not contact for formal interview (After 2 attempts)	23
	Accepted another position	24
	Qualifications not as strong as other candidates	25
	Interpersonal or communication skills not as strong	26
	Refused or unable to accept schedule, salary, duties or other work conditions	27
	Declined Interview	28
	Other - (must have approval from Human Resources or Equity before using)	29

Attachment C, VCE Reference Check Form

Reference Checking Form

Candidate Name _____ Date _____

Reference Name _____ Organization _____

How long employed _____ Position Held _____

Reason for Leaving _____ Eligible for Rehire? _____

1. Please describe the type of work/responsibilities of the candidate _____

2. What would be the applicant's three strengths they brought to the job _____

3. What one or two area does the applicant need additional training or development? _____

4. How would you describe the quantity and quality of output generated by this applicant compared to the prior incumbent of the position _____

5. How did the candidate handle conflict situations (co-worker, supervisor, student)? _____

6. What type of work is the candidate ideally suited for _____

7. Do you have any additional information you would like to share with us about this candidate?

8. Is the candidate eligible for rehire? _____

Thank you for your time and assistance.