

# UNIVERSITY OF ILLINOIS SYSTEM

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## System Offices – Search Guidelines May 2017

### **Search Documentation**

- Form I
- Form II
  - ✓ Interview questions, reasons for choosing the selected candidates(s), and reasons for not choosing the other candidates.
  - ✓ List of names of applicants who have been identified as candidates the department wants to interview.
  - ✓ List of reasons the department did not select an applicant for an interview and a candidate for the position (particularly minorities and females).
  - ✓ List of references - references will be completed by System HR. A minimum of 2 references is required and can be either letters of reference or phone references.
  - ✓ The salary offered to the selected candidate should not be less than the minimum salary indicated on the PAPE or the minimum salary indicated on the Hiring Exception Form.

### **Search Committees**

- Must contain at least 3 persons
- The search committee should be diverse (minorities and females). If the department is unable to identify diverse committee members from within the department, then it should look outside the department for individuals who will add diversity and value to the committee. Said individual(s) should be someone who will/may have interaction with the person selected for the position.
- In addition to the individuals selected by the department, each search committee will be coordinated by a member of the System Human Resources staff who will also serve on the committee.
- System HR will document the process the search committee used to select candidates for interviews including providing reasons why applicants were not selected.

### **Advertising/Recruitment Sources**

- System HR must retain a copy of all advertising materials including copies of newspaper ads, postings on the universities' job board, and postings on external job sites. The length of time posted in each newspaper and on each website should be tracked.
- Each posted position must be advertised in at least one diversity oriented resource. Positions in job groups that show an underutilization of women and/or minorities will be required to advertise in two or more targeted diversity resources. Departments may also identify other diversity sources which must be approved by System EEO/HR.
- Diversity advertising for job groups that have an underutilization of females and/or minorities should be targeted toward the underutilized group as identified in the System Offices Affirmative Action Plan.
- Searches must have identified open and close dates. The type of search (National, Regional, or Internal) will determine the length of time the search must be open. The department may request to extend the length of the search and must provide justification for doing so. Executive level positions that involve the use of a search firm may be posted without a pre-determined close date to allow for the extensive recruitment of a diverse qualified candidate pool.

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### **Search Waivers**

- Search waivers may be granted for a current System Office employee for the following reasons: in-line promotions (title and salary), lateral transfer, title change, reorganization of the unit, spousal hire, FTE changes that moves an employee's appointment above or below 50%, and other special circumstances.
- Visiting appointments that were filled through an open and competitive search may be waived into a permanent position with the approval of SYSTEM EEO/HR. If at the time a visiting position is advertised, the department has reason to believe the position will become permanent, it should say so in the job postings. Visiting appointments that were filled without an open and competitive search (through an approved search waiver) must be renewed yearly for a maximum of 4 years.
- State funded visiting appointments that were filled without an open and competitive search (through an approved search waiver) must be renewed yearly for a maximum of 4 years. (Termination of a visiting appointment requires at least 2 months' notice. Please contact System HR before terminating a visiting appointment).
- Grant funded visiting appointments that were filled without an open and competitive search (through an approved search waiver) must be renewed yearly for a maximum of 5 years. (Termination of a visiting appointment requires at least 2 months' notice. Please contact System HR before terminating a visiting appointment).
- The department must provide justification for making the position a visiting appointment (grant funded, short-term project, etc.).
- Departments that wish to hire a regular Academic Professional employee who received a notice of non-reappointment from another System office for reasons unrelated to job performance may do so as long as the employee meets the required job qualifications.
- Promotions via a search waiver are subject to the following parameters:
  - ✓ The title must be approved by System HR.
  - ✓ System HR must upload a copy of the preferred candidate's resume in Hiretouch as an attachment to the search waiver form.
  - ✓ System HR must upload a copy of the old and revised organization charts into Hiretouch.
  - ✓ The employee must clearly meet the qualifications for the position
  - ✓ The department must provide an explanation of why the candidate was selected over similarly situated employees (those with the same/similar title and equal or similar qualifications - particularly minorities/females). This requires that the department identify and consider others who also qualify for the position.
  - ✓ System HR must review whether there is a goal for the Job Group in which the employee is being promoted. If a goal exists, the department must provide an explanation of why similarly situated female/minority candidates were not selected.
  - ✓ The department must indicate whether the position that is being vacated will be filled.
  - ✓ Employees are limited to one (1) promotion per year via this process.

### **Internal Searches**

- May be performed with the approval of System EEO/HR and subject to the following:
  - ✓ The department may perform an internal search at the discretion of the department head.
  - ✓ The position must require knowledge of University of Illinois operations and the department must provide acceptable justification

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- ✓ The guidelines regarding the composition and responsibilities of the search committee are the same as outlined above.
- ✓ A current employee who was hired into a visiting position without an open and competitive search may be hired through an internal search as long as the employee has been employed a minimum of 18 months. Advertising for internal searches are limited to the System Office's and universities' job boards, other internal websites and communication tools.
- ✓ Current academic professionals and status civil service employees may be hired through an internal search (all other employee groups are not eligible – i.e. Post Doc, Extra Help, Graduate Students, Undergraduate Students).

### **Academic Professional Appointments Not Requiring SYSTEM EEO/HR Approval**

- ✓ New positions (regular or visiting) with an FTE less than 50%.
- ✓ Organizational number change only (no change to duties, title, FTE, or salary).
- ✓ A change in the home campus location.

*\*These guidelines may be modified or discontinued as deemed appropriate.*