



**SOUTHEASTERN**

**L O U I S I A N A U N I V E R S I T Y**

## **Recruiting Policy**

This policy applies to classified employees only.

Southeastern strives to fill vacant positions with the best, qualified applicants. Vacancies for permanent positions are posted in professional journals and newspapers, and on the Human Resources Office website. The Human Resources Analyst responsible for recruiting also attends job fairs and other meetings to promote employment opportunities at the University. A link to Southeastern's employment site is also on the State of Louisiana's LACAREERS website.

The method of filling a classified vacancy is based on the options available to be used in hiring the candidate selected, i.e. probational appointment or promotional appointment. Applicant flow information is maintained in the University's application system, which is used to generate affirmative action reports. Applications are received online. Relevant Civil Service grades must be attached to the application, if applicable. The Human Resources Analyst uses whatever means available to obtain a sufficient pool of applicants which the department can select.

Classified applications are date stamped in by the application system when the application is confirmed. Applications are screened to determine if the applicant meets minimum qualification requirements. Any questions regarding whether or not applicant qualifies are referred to Civil Service for an opinion. The applicant must submit an online application form and submit it for a specific vacancy to be considered for the vacant position. Applications are only accepted for actual vacancies. Non-selected applicants must reapply for other vacancies.

The hiring department's budget unit head along with any other individuals who will participate in the interview process must be trained on EEO requirements and hiring procedures. The hiring department reviews the applications and selects the top applicants to interview. In addition to the interviewing skills training, an interview guide is provided by Human Resources with sample questions, relevant laws, etc. The hiring department conducts the interviews and documents the previous employment and reference checks, verifies credentials and recommends who should be hired. Human Resources conducts the criminal history and motor vehicle background checks, makes the conditional job offer and authorizes the drug testing screen, if applicable. Applicants not selected are notified by email.