

# **SUPPLEMENTAL GUIDE TO INTERVIEW EXCHANGE**

## **Potter College of Arts & Letters**

Request to Fill Requisition -> Processing the Job -> Hiring Proposal -> Appointment Letter  
(Faculty Positions Only) -> Background Check & Epaf

### **Request to Fill**

- All search “Request to Fill” requisitions must be originated by the office associate or office coordinator so he or she has access to the information in order to process future paperwork.
- Requisition Approvers: Department Head-->Marcia Sanders (Office Coordinator)-->Larry Snyder (Dean)-->Ladonna Hunton (Divisional Accounting)-->Richard Miller (Senior Division Administrator). Hard coded approvers should not be overridden. Enter the approvers in the order listed above.
- HR posts the job to the WKU HR webpage, Inside Higher Ed, and Higher Ed Jobs.
- All search related expenses are charged to the departmental index. PCAL provides some reimbursement to offset search related expenses. The rate is determined on a year to year basis.
- The department is responsible for placing all other position advertisements. Retain copies of all advertisement receipts and printouts from electronic advertisements.
- If only using online advertising locations, a print out of the 1<sup>st</sup> day of the ad (with printed date in the footer or header) and a print out of the ad 31 days later (with printed date in the footer or header) should be kept in the department. These documents are needed for H1-B processing in the case of a foreign national being selected for the position. Non-electronic print ads should be saved with search materials.
- The originator should provide the following individuals review access: search committee members, department head (hiring official), Larry Snyder (reviewer), Gabrielle Hunt (reviewer).

### **Processing the Job**

- Faculty “Jobs” are managed by search committee chairs.
- After all applicants have been moved to the interview folder, notify the department head (via review notes) that there are candidates for review.
- After the department head reviews the candidates for interview, notify Dean Snyder (via review notes) that there are candidates for review.
- Dean Snyder notifies Jo Ann Malott that the candidates are approved and are ready for HR review.

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### **Hiring Proposal**

- All “hiring proposal” requisitions must be originated by the office associate or office coordinator so he or she has access to the information in order to process future paperwork.
- Requisition Approvers: Department Head-->Marcia Sanders (Office Coordinator)-->Larry Snyder (Dean)-->Ladonna Hunton (Divisional Accounting)-->Richard Miller (Senior Division Administrator). Hard coded approvers should not be overridden. Enter the approvers in the order listed above.
- Once HR approves the hiring proposal, the department head may verbally offer the position to the candidate.

### **Appointment Letter (Faculty Positions Only)**

- Send an email to Larry Snyder (copying Marcia Sanders) detailing the terms of the offer. A draft appointment letter is sent to Richard Miller for approval. After approval, Larry Snyder emails the appointment letter to the candidate, copying the department head.

### **Background Check & Epaf**

- Once a signed appointment letter is received, the Dean’s Office distributes copies of the letter to HR, Academic Affairs, and the department.
- Department moves the candidate to the background check folder and sends a note to Jo Ann Malott with the index number to charge.
- Once the background check is complete, Patty Booth generates a WKU ID.
- Once the WKU ID is available, the department submits the epaf.
- Add Marcia Sanders as a Level 10 Approver.

### **Temporary, Non-Competitive Hires (Waivers)**

- After you receive approval on a temporary, non-competitive hire, enter the background check request at <https://intranet.wku.edu/php/prod/Forms/BCR1.php> .
  - **If the employee does not have a WKU ID:** enter the last four digits of the SSN along with the other requested information. The form goes directly to Patty Booth. She will create the WKU ID and forward the background request to Jo Ann Malott. Patty Booth will copy the department on the email that will include the WKU ID.
  - **If the employee has a WKU ID:** enter the WKU ID along with the other requested information. The form goes directly to JoAnn Malott. JoAnn sends the employee the background check invitation. After the WKU ID is created you may proceed

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with the epaf, but the epaf will not be applied until the background check is complete.