



BOISE STATE UNIVERSITY

University Policy 7630

Recruitment and Hiring

Effective Date

March 29, 2021

Last Revision Date

January 09, 2024

Responsible Party

Human Resources and Workforce Strategy, (208) 426-1616

Scope and Audience

This policy applies to recruitment and hiring for Classified and Professional Employees. This policy does not apply to recruitment and hiring for faculty or student employees.

Additional Authority

- University Policy 1060 (Non-discrimination and Anti-harassment)
 - University Policy 1070 (Equal Opportunity Statement, Veterans' Preference, and Affirmative Action)
 - University Policy 7005 (Background Verifications)
 - University Policy 7020 (Drug and Alcohol Free Workplace)
 - University Policy 7025 (Rehire Eligibility)
 - University Policy 7050 (Nepotism Policy)
 - University Policy 7520 (Drug and Alcohol Screening)
 - University Policy 7570 (Accommodating Disabilities in the Work Environment)
 - University Policy 7600 (Telecommuting)
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1. Policy Purpose

To outline the University's open and competitive recruitment and hiring process in compliance with federal, state, and local laws, and Idaho State Board of Education and University policies.

2. Policy Statement

Boise State University strives to attract and hire qualified individuals who support the University's mission. The University is committed to ensuring equal employment opportunity for all qualified individuals and taking affirmative steps to create a diverse workforce and prohibit any protected-class discrimination in its recruitment and hiring process.

3. Definitions

3.1 Background Verification

The gathering and review of any or all of the following: Excluded Parties List System (EPLS) records, criminal history records, financial history records, motor vehicle records, review of degree and education and license records, controlled substances screening records, and conducting Reference Checks. See University Policies 7005 (Background Verifications), 7020 (Drug and Alcohol Free Workplace), and 7520 (Drug and Alcohol Screening).

3.2 Final Candidate

An applicant who is being offered employment, promotion, or internal transfer, or being considered for affiliation or volunteer service with the University contingent upon successful completion of a Background Verification.

3.3 Internal Approval

Department-specific approvals and/or any additional approvals required to be obtained by a Hiring Manager, including approval by Human Resources and Workforce Strategy for any offers of salary above the Midpoint of Pay Grade Compensation Rate.

3.4 Reference Check

The process of directly, or indirectly through a third-party vendor, contacting a Final Candidate's current and former employer(s), individuals listed by a Final Candidate as references, educational institutions, and any other entities that may reasonably be relied upon to provide information relevant to a Final Candidate's qualifications for employment, affiliation, or volunteer service.

3.5 University Business Days

Monday through Friday, excluding weekends, official University holidays, and University closures.

4. Open and Competitive Hiring Process

- a. In support of its commitment to an open and competitive hiring process, the University posts position vacancies and accepts applications from both external and internal applicants, or from internal applicants only. The open and competitive hiring process is used to fill regular full or part-time position vacancies.
- b. The following positions do not require an open and competitive hiring process; however, a Hiring Manager may choose to utilize the open and competitive hiring process as described in this policy for these positions depending on business needs. Hiring managers should consult with Human Resources and Workforce Strategy before recruiting and hiring for these positions.
 - Unique, high-impact positions when it is in the best interest of the University. The applicable Dean/Vice President/Provost/President will work with Human Resources and Workforce Strategy to document the justification to hire the individual.
 - Athletic coaches, head coaches, and assistant coaches.
 - Temporary positions that regularly work less than twenty (20) hours per week or work for a term of less than five (5) months regardless of the number of hours worked per week.
- c. Any other exceptions to the open and competitive hiring process will be closely scrutinized and permitted only with appropriate justification, in compliance with University policy, and when in the best interests of the University. Approval by Human Resources and Workforce Strategy is required for such exceptions.

4.1 Confidentiality

- a. The University is committed to providing confidentiality throughout the recruitment and hiring process. The Hiring Manager and search committee members must commit to the confidentiality expectations of the search, both in public meetings and venues related to the search, and in casual conversation about the search.

- b. To maintain the confidence and control of application and search materials, search committee members must not share candidate materials with anyone outside of the search committee or with any individual who is not supporting the search process.
- c. Search committee members may be asked to sign a confidentiality agreement.

4.2 Hiring Manager Responsibilities

Prior to filling a position vacancy, the Hiring Manager must:

- Obtain approval from the designated hiring approver for the Division, College, or other unit.
- Confirm with the Office of Budget and Planning that there are allocated funds for the position.
- Ensure there is an accurate position description and that the classification of the position is appropriate. If the position is new, or the duties of a vacated position have significantly changed, the new or revised position description must be reviewed by Human Resources and Workforce Strategy.
- Initiate an online requisition.
- Create a search committee for the position, ensure the committee is trained as required, and designate a chair for the committee. A supervisor should allow an employee to participate on a University hiring committee as requested and allowed depending on business needs.

4.3 Search Committees

- a. Search committees are used to facilitate the evaluation and interviewing of candidates. A search committee should represent diverse and varied backgrounds, career stages, and areas of expertise.
- b. Search committee members should be available to participate fully and consistently throughout the entire search process performing any duties assigned by the search committee chair
- c. Search committee members must complete search committee training (and refresher training, as needed) prior to reviewing candidate information.

- d. An individual cannot serve on the search committee if the individual is also an applicant for the position vacancy. If a search committee member wishes to be an applicant for the position, the search committee member must withdraw from the committee prior to reviewing any other applicants.

4.4 Posting Position Vacancies

- a. Human Resources and Workforce Strategy will post position vacancies using the appropriate applicant tracking system (software application used to post jobs and manage recruitment and hiring information). Minimum qualification screening questions must be included for all posted positions.
- b. Position vacancies must be posted for a minimum of five (5) consecutive and full University Business Days. The Hiring Manager may choose to post the position vacancy for a longer period of time, or keep it open until filled. However, it is best practice to include a closing date not to exceed thirty (30) calendar days from the initial posting date.
- c. A Hiring Manager who is unable to fill the position vacancy within the original posted timeframe may extend the posting, as needed, in consultation with Human Resources and Workforce Strategy.

4.5 Using Qualified Applicants from a Recent Posting

- a. A position vacancy does not have to be posted if a vacancy in the same classification closed within the previous one hundred eighty (180) calendar days, and there are sufficient qualified applications from that recent posting.
- b. To fill a position vacancy using qualified applicants from a recent posting, the Hiring Manager must review the applications and proceed through the normal steps of the hiring process.
- c. This option is not available for Classified positions with expired hiring lists or exam scores.

4.6 Application Process

4.6.1 Classified Positions

- a. The posting will instruct applicants how to apply through the Idaho Division of Human Resources and Workforce Strategy' applicant tracking system. Most Classified positions

require the applicant to complete an exam. The exam will be graded and assigned a score for placement on a register.

- b. Human Resources and Workforce Strategy will pull a hiring list for the Hiring Manager and/or Search Committee. Any individual eligible for veterans' preference points will have those points added to their exam score. The hiring list will also indicate any qualifying disabled veteran(s) who must be offered an interview.

4.6.2 Non-Classified/Professional Positions

- a. The posting will instruct applicants how to submit an application through the University's applicant tracking system. Human Resources and Workforce Strategy will review applications to identify veterans' preference. A Search Committee Chair may request access from Human Resources and Workforce Strategy to review applications before the position closing date.
- b. After the position closing date, applications that are incomplete will not be considered by Human Resources and Workforce Strategy. An applicant who qualifies for veterans' preference may receive additional time to complete the application. Only completed applications that meet the minimum qualifications may be reviewed by the Hiring Manager and/or Search Committee Chair.

4.7 Interview Process

4.7.1 Providing Reasonable Accommodations for Applicants with Disabilities

The University provides reasonable accommodations for applicants with disabilities upon request. Examples of an accommodation might include a sign-language interpreter, written rather than oral responses, large print or braille material, or an accessible interview location. For more information, refer to University Policy 7570 (Accommodating Disabilities in the Work Environment).

4.7.2 Administering a Position-Related Skill Assessment

A Hiring Manager may choose to administer a position-related skill assessment as part of the interview process. The same skill assessment must be administered to all candidates during the interview process. The skill assessment must be relevant to the knowledge, skills, and abilities required for the position. Human Resources and Workforce Strategy may assist the Hiring Manager with selecting and administering any position-related skill assessment.

4.7.3 Conducting Interviews

- a. After reviewing applications from the certified candidate pool or hiring list, the Hiring Manager and/or Search Committee will select candidates to interview based on the candidates' knowledge, skills, abilities, and experience related to the position.
- b. The Search Committee must ensure all interview questions are position-related and follow lawful interview guidelines. Interviewers must not ask questions pertaining to a candidate's:
 - (i.) Protected class: race, color, religion, sex, age, gender identity, national origin, disability, protected veteran status, sexual orientation, genetic information, or any other status as protected under applicable federal, state, or local law;
 - (ii.) Age-related milestones such as graduation, birthplace, height, weight, marital or family status, pregnancy, child care arrangements, or financial status;
 - (iii.) Health, disability, medical condition, history of job injuries, or Workers' Compensation claims; or
 - (iv.) Criminal background (Refer to University Policy 7005 - Background Verifications for the applicable process for gathering, reviewing, and screening for any applicable candidate background information).
- c. Specific examples of permissible and impermissible questions are covered in detail in required search committee training. A resource guide for conducting lawful interviews, including sample questions, is also available on the [Human Resources and Workforce Strategy website](#).

4.8 Candidate Selection

- a. After conducting interviews, the search committee will recommend the candidate best qualified for the position to the Hiring Manager. The selection should be based on the candidate's position-related skill assessment, knowledge, experience, accomplishments and achievements, communication and interpersonal skills, and interview assessment results.
- b. If a satisfactory candidate is not identified after conducting interviews, the Hiring Manager may select new candidates to interview from the candidate pool or repost the position. Human Resources and Workforce Strategy will assist the Hiring Manager in this situation.

4.9 Telecommuting

Hiring Managers should consult with Human Resources and Workforce Strategy and Workforce Strategy before making an offer of employment that includes a telecommuting arrangement within the state of Idaho for three (3) or more days per week, or 60% or more of the employee's scheduled hours per week, or at a location outside the State of Idaho for thirty (30) or more days. Telecommuting arrangements must be approved in advance following the approval requirements under University Policy 7600 (Telecommuting). Telecommuting from outside the state of Idaho can create legal uncertainty because Idaho law may not govern work performed in another state.

4.10 Consultation with Human Resources and Workforce Strategy before Rehire

Hiring Managers should consult with Human Resources and Workforce Strategy before making a contingent offer of employment to a former University employee. An employee may be subject to dismissal from employment if hired but previously deemed ineligible for rehire.

4.11 Reference Checks

- a. Reference Checks may be conducted at any time during the interview process but must be completed before making a contingent offer of employment.
- b. If a selected candidate's Reference Checks are unsatisfactory, the Hiring Manager may ask the search committee to recommend an alternate candidate.
- c. If the search committee does not recommend an alternate candidate, the Hiring Manager may select new candidates to interview from the candidate pool, or may repost the position. Human Resources and Workforce Strategy will assist the Hiring Manager in this situation.

4.12 Conditional Offer of Employment

- a. If the candidate's Reference Checks are satisfactory, and all required Internal Approvals are received, the Hiring Manager, or designee, may make an offer of employment to the selected candidate who will then become the Final Candidate. All offers of employment are conditioned upon a successful outcome from the rest of the Background Verification.
- b. The compensation and benefit package offered must be in accordance with the University's policies. The conditional employment offer may be verbal; however, a written offer must also be provided. Human Resources and Workforce Strategy will facilitate the offer acceptance through the applicant tracking system, or appropriate equivalent.

- c. If the Final Candidate is a non-U.S. national, Human Resources and Workforce Strategy will work with the Center for Global Engagement on fulfilling all necessary immigration requirements.
- d. The Hiring Manager must consult with Human Resources and Workforce Strategy before making a conditional offer of employment to a candidate who will be performing any position responsibilities outside the State of Idaho.
- e. If the Final Candidate's Background Verification and/or drug or alcohol test, when required, is not satisfactory, Human Resources and Workforce Strategy will notify the Hiring Manager, or designee, and the selection process may be restarted or continued with other qualified applicants. Any Final Candidate whose Background Verification and/or drug or alcohol test is not satisfactory will be notified. The Hiring Manager, or designee, may consult with Human Resources and Workforce Strategy for more information.
- f. Human Resources and Workforce Strategy will notify the Hiring Manager, or designee, of the Final Candidate's target start date once the Background Verification is complete. The Hiring Manager, or designee, must not permit the Final Candidate to begin work until the Hiring Manager, or designee, has received approval from Human Resources and Workforce Strategy.

4.13 Submitting Hiring Materials

- a. The Hiring Manager, or designee, is responsible for sending Human Resources and Workforce Strategy the following information after the offer is accepted:
 - Candidate Evaluation Form(s), or completed interview question sheets for each interviewed candidate
 - Completed Reference Check Form(s)
 - Interview skills assessment materials, if any
 - Any additional screening and/or interview materials
- b. Human Resources and Workforce Strategy must have the information noted above before the Final Candidate may begin onboarding. If the information is incomplete, Human Resources and Workforce Strategy will notify the Hiring Manager to resolve any issues. If complete, Human Resources and Workforce Strategy will notify the Hiring Manager and will invite the Final Candidate to complete onboarding.

4.14 Onboarding, Start Date, Orientation

- a. A Final Candidate may begin onboarding up to ninety (90) calendar days prior to their expected start date.
- b. Human Resources and Workforce Strategy will notify the Hiring Manager when the Final Candidate is eligible to begin work.
- c. The Hiring Manager must receive approval from Human Resources and Workforce Strategy for the Final Candidate to begin work.
- d. The Hiring Manager will notify Human Resources and Workforce Strategy of the Final Candidate's start date and will schedule a time for the Final Candidate to attend new employee orientation.

4.15 Notification to All Applicants/Candidates Not Selected

As a professional courtesy, departments are encouraged to notify unsuccessful applicants, especially applicants who were interviewed but not selected.

5. Related Information

Human Resources and Workforce Strategy "How to Hire" Information

<https://www.boisestate.edu/hrs/how-to-hire/>

Resource Guide for Conducting Lawful Interviews

https://drive.google.com/file/d/1bBx4GW5eCrt_qJ8zN4tFG0IEHKwe96T_/view

University Policy 6240 (Meals and Refreshments)

<https://www.boisestate.edu/policy/finance/policy-title-meals-and-refreshments/>

University Policy 7140 (Moving)

<https://www.boisestate.edu/policy/human-resources/moving-policy/>

Revision History

January 09, 2024