**CLASSIFIED RECRUITING AND HIRING**

All Classified Staff hires at Idaho State University are coordinated through the Office of Human Resources. Whether you are a hiring supervisor or manager, or a classified staff member consult with your Human Resource Consultant for help with any aspect of classified staff employment

**Classified Hiring Procedures**

**Step 1: Employee Requisition Approval.** Complete the electronic job posting request through Bengalweb for approval to fill a vacant position.

**Step 2: Recruitment.** For classified hiring, there are certain procedures maintained by the State of Idaho, Division of Human Resources, pertaining to the recruitment and hiring of permanent classified employees. Idaho State University must follow these procedures. All applicants must apply for your position through the state’s online employment system. This requirement may not be necessary if you hire someone who is eligible for reinstatement, lateral transfer or voluntary demotion. Your Human Resource Consultant will verify the eligibility of a prospective employee.

To hire an applicant through the state system you will either need to request a hiring list if one already exists, or announce the position on the state web site. If it’s determined that an announcement is needed, your position will be announced on the state web site for a period of at least one week.

If the position for which you are recruiting does not have a continuous announcement listed on the ISU jobs page ([jobs.isu.edu](http://jobs.isu.edu/)), we will need to announce the position. Continuous announcements run year-round for the most frequently filled positions at ISU: Administrative Assistant 1, Administrative Assistant 2, and Custodian. If your position is not continuously listed Human Resources must create an announcement for it. HR staff will work with you to create the language of the announcement, as well as determine if the exam that accompanies the announcement will serve to properly assess the skill and experience of the applicants. If necessary, we can create additional exam questions that assess knowledge and skills as required for your position. Once the language of the announcement has been finalized, and the exam questions have been approved, we can proceed to arrange a listing date for the announcement. As stated above, the announcement will be listed for a minimum of one week.

During the application process, each applicant will complete an application that will assess relevant skills and knowledge. It will either be scored automatically by the system, or it will be manually scored by a Subject Matter Expert (SME). Once the applicant scoring is completed, each applicant will obtain a ranking in comparison with other applicants who have applied. It is at this point a hiring list can be created.

**Step 3: Hiring List.** When a hiring list is generated from the pool of applicants, the general rule is that we must hire an applicant who is ranked within the top twenty-five (25) applicants on that hiring list. HR staff will send you an email with your access information to the on-line system and instructions for working the hiring list. Login and review the applicant information to review those candidates whose knowledge, skills and abilities most closely fit your department’s needs. Schedule and conduct interviews with those candidates. Please be sure to record your activities correctly within the remarks sections for each candidate in the online system.

**Step 4: Making an Offer.** You **MUST** contact HR staff prior to making any offers of employment so we can determine if the applicant is a current or former state employee who has reinstatement or transfer rights. This can directly impact how the person is to be hired as well as the pay that should be offered. HR staff also ensures compliance with regard to consideration of any person with veteran status in your applicant pool. Once HR staff has verified this information and the appropriate rate of pay has been identified you are approved to move forward with your letter of offer. You may contact the applicant and offer the position, follow up with a formal letter. Your new employee must come to the HR office **on or before the first day of work** to complete the I9 form.

**Step 5: Closing the Search.** Work with HR staff to notify candidates who were not selected and close out the hiring list.

**Appointments, Reinstatements, Transfers and Probation**

Please contact your HR Consultant if you have questions about any of the following:

* Regular appointments
* Limited service appointments
* Reinstatements
* Transfers
* Probationary periods