SEARCH AND SELECTION PROCEDURES-CONTRACT POSITION

1. Position Approval: All requests to fill a position, whether continuing or new, must be approved by the Athletic Director, College Budget Office and Office of the Provost. With the advent of the PeopleAdmin system, all approvals are obtained electronically within that system.
   a. For all existing positions, the first requirement is to have a written letter of resignation indicating the incumbent’s last day of work.
   b. Any request for a new position must be forwarded in writing to your direct supervisor. Information essential for this request includes the proposed position title, general statement of justification for the position, salary, term of the contract and funding source for the position.
   c. The requesting individual must provide (via email to the Administrative Assistant for the Associate Athletic Director) a Physical Requirements Worksheet and Position Description Form, noting position requirements (i.e. advanced degree, prior coaching experience) and job responsibilities. These forms can be found on the Human Resource’s web site http://www.wm.edu/offices/hr/forms-topic/index. Questions concerning the job description should be addressed to the Administrative Assistant to the Athletic Director.
   d. If approved by the Athletic Director, the Administrative Assistant will create the new position description in the online PeopleAdmin system.

2. For approved positions a search committee and chair will be selected by the appropriate athletic department supervisor. The department has a general charge applicable to all search committees as supplied in Appendix 2-J.

3. The chair of the search committee should access the Human Resources site at http://www.wm.edu/offices/hr/managerssupervisors/hiringrecruitment/safe-hire-training/ for specific information on requirements for searches. Anyone serving on a Search Committee for a professional recruitment is required to complete safe hiring training every two years. For questions, contact either Jewel Jefferson at jjjefferson@wm.edu or Joy Payne at jlpayne@wm.edu. The search committee chair should schedule a meeting with all committee members to discuss search procedures.
   a. An advertisement for the position should be submitted to the Assoc. Director of Athletics for approval prior to setting up the online recruitment information.
   b. Unless a request for a modified search has been approved by the EO office, all professional positions must be posted for a minimum of 30 days, with screening of applicants permitted after 10 days. Operational positions must be posted for a minimum of ten days. Positions will be advertised on the NCAA website or other national/regional publications or sites as approved by the Associate Athletic Director – Internal Operations. All position advertisements must be posted by the administrative assistant to the associate athletic director.

4. Procedures for managing the application process: All applications must be submitted online at the appropriate jobs site. All reporting on the applicant pool
will be generated from the online system. The guide for using the online recruiting system is provided at
http://www.wm.edu/offices/hr/documents/forms/navigationandsearchesguide.pdf.
The search committee chair or designated hiring official is responsible for coding applicants as the search process moves to the final pool for interviews and ultimately the request to hire.

5. The Candidate Selection and Interview process:
   a. Once appropriate reference checks have been completed and the search committee has selected a short list of candidates to bring to campus for interviews, the chairperson must ensure all applicants have been properly coded in the on-line system.
   b. Committee members should review and be familiar with the “Guide to Preparing for Interviews”. This guide outlines appropriate questions and topics to avoid during the interview process.
   c. Further, search committee members must maintain a written record of phone reference checks. These references will be required as part of the final candidate selection request.

6. Candidate Selection Process:
   a. When the committee has concluded the evaluation process and selected a final candidate, the search committee chair must ensure all applicants have been properly coded in the on-line system, and at a minimum provide documentation of two phone interview reference checks or two letters of reference along with the reasons the candidate was selected (“justification for selection”).
   b. The Hiring Official will notify HR to have the background screening company send their site’s link to the applicant(s) of choice.
   c. The chairperson must meet with the Director or Associate Athletic Director – Internal Operations to review the file and final employment recommendation. Once approved the Admin. Asst. to the Assoc. Athletic Dir. will create a Hiring Proposal in PeopleAdmin.
   d. When the Hiring Proposal has been fully approved, the Athletic Director will issue to the selected candidate a contract (for professional positions).
   e. Should the first choice decline the offer of employment, the committee may desire to offer the position to one of the other interviewees. The search committee chair must initiate a new Hiring Proposal and complete all steps as noted in 6. a. and b. of the completion process.
   f. If none of the final candidates are deemed compatible with the job or none accept the position as offered, the search may be closed or extended. If extended a new advertisement may be required to generate a new or expanded applicant pool.

7. Procedures for a Request to Modify the Search: The above procedures are required unless a request for a modified search is approved by various offices. Reasons that may justify a modified search include a need to fill an essential position in a shorter time period, or identification of a qualified and interested applicant without a search process, for example. The process for requesting a modified search is as follows:
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a. Submit a written request to your direct supervisor noting the justification for modifying or waiving the search process. If the justification is identification of a viable candidate, a resume and documentation of reference checks must be forwarded with the written justification request.
b. The supervisor will review and if in agreement forward to the athletic director for approval. Upon approval, the supervisor will instruct the Hiring Official to send the request, in memo form, to the EO office.
c. The EO office will confirm approval of the memo, and the Hiring Official will incorporate the memo into the posting request on PeopleAdmin.