# Exempt Hiring Process:
# Screening Committee Chair's Quick Reference Guide

For your convenience, this quick reference guide lists the steps for exempt hiring. Underlined are the names of the forms and web sites that will be needed at various points during the screening process.

Visit HR's Exempt Hiring website for the Exempt Hiring Procedures document which contains additional details beyond what's listed below. Also on that page, you'll find assistance related to suggested interview guidelines, an applicant scoring grid, a guide to what you can and can not ask in interviews, and other helpful tips.

- ☐ **Begin the search -** A Notification to Recruit and Fill an Exempt Level Vacancy form is completed and sent to HR with
  - Detailed description of the advertising/recruiting plan
  - Proposed advertisement with EEO statement
    - Once approved the position advertisement is emailed to the Screening Committee Chair for approval signature and faxed back to the Employment Specialist for exempt vacancies, Nancy Clendenin (nclendenin@murraystate.edu or ext. 2153)
  - Job description (template available on the Support site)
  - The list of the selected Chair and Screening Committee members
    - All screening committee members read/sign the Screening Committee Guideline Acknowledgement Form and the Committee Chair sends these to HR prior to beginning review of the applicants
- ☐ **Approvals -** The position details are built into PeopleAdmin and the posting is routed for approvals
- ☐ **Advertising -** Once fully approved, the position is posted on murraystatejobs.com, e3.KY.gov, HigherEdJobs.com. For faculty positions, it is given to the Provost Office to post in The Chronicle. Other advertisement sources (such as the Paducah Sun) are handled by the department.
  - Reminder: Keep a copy of all ads to attach to all ad invoices later
- ☐ The Authorization to Interview form is submitted to HR with a list of the Tier I & Tier II candidates.
- ☐ **Interviews –** Phone and onsite campus interviews begin.
  - Have all candidates fill out the Background Authorization form during their visit. Only the successful candidate will have this background check done though.
- ☐ **Recommended candidate(s) is selected -** Final Screening Committee meeting is held with HR.
  - Contact Nancy to arrange this meeting.
  - Committee members must bring a copy of their interview notes to give to HR.
  - At this meeting, the pros & cons of each candidate are discussed, then each committee member votes on the candidates.
- ☐ Request to Extend Offer form with the names of the recommended candidate(s) is completed and routed for approvals
- ☐ When Request to Extend Offer is approved, a verbal offer can be made, contingent on background check completion
- ☐ A Personnel Action form (PA) for the successful candidate is completed by the department and routed for approvals at least two weeks before the first day of work

Questions? Contact the Employment Specialist for exempt vacancies, Nancy Clendenin (nclendenin@murraystate.edu or ext. 2153).