

**UNIVERSITY of NORTH DAKOTA  
PROCEDURE LIBRARY**

**Official Recruitment Procedure for Staff & Faculty at UND**

Procedure: Recruitment  
Responsible Executive: AVP, HR/Chief HR Officer  
Responsible Office: Human Resources  
Last Review / Revision: June 1, 2024



---

**REASON FOR PROCEDURE**

Embracing the pursuit of excellence, the University of North Dakota aims to identify and attract the most qualified talents, fuel professional growth, and champion diversity within protected communities. The University advocates for strategic recruitment efforts to ensure equitable opportunity is given to all qualified applicants.

---

**CONTACTS**

Specific questions should be directed to the following:

<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Office or Department E-Mail / Web Address</b>
Procedure Clarification, Exceptions and Interpretation, General Procedure Questions	Human Resources	(701) 777-4226	und.humanresources@und.edu

---

**DEFINITIONS**

<b>Affirmative Action (AA)</b>	A program of active steps to ensure equal employment opportunity for women, minorities, persons with disabilities, and veterans (including disabled veterans)
<b>Equal Employment Opportunity</b>	The concept of providing access to employment opportunities to all persons regardless of, but not limited to, race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity, age, disability, genetic information, marital status, or veteran status.
<b>Applicant</b>	Any person who applies in accordance with the stated instructions for a specific open position.
<b>Candidate</b>	All applicants who have been screened by Human Resources (HR) and meets the minimum requirements of the position. Candidate may or may not be shared with the department.
<b>Hiring Coordinator</b>	A department employee (typically a department admin or supervisor) that is responsible for managing the recruitment at the department level. To become a hiring coordinator, training on PageUp and UND recruitment processes must be completed. Training is provided by the UND Recruitment Team.

<b>Divisional Human Resources (HR) Manager</b>	The primary Human Resources contact responsible for providing guidance and collaborative assistance to the hiring authority regarding position descriptions, internal movement, recruitment, etc. ensures policy and procedure compliance.
<b>UND Recruitment Team/Recruiter</b>	The primary contact responsible for providing training, guidance and collaborative assistance to the hiring authority regarding requisitions, search strategies, candidate sourcing, etc. Ensure policy and procedure compliance.
<b>Requisition (Job Card)</b>	A form filled out by a department to request to recruit for a job opening within the unit in the PageUp recruiting system.
<b>Job Posting</b>	An advertisement of a position being recruited for that is posted to the UND Careers page and other sources.
<b>Job Application</b>	The online form used to collect applicant information. All applications are submitted through the UND Careers site (except when using an external search firm).
<b>Regular Staff Position</b>	A benefited position of a least 20 hours per week with an expected duration of at least six months or more.
<b>Part-time/Temporary Position</b>	A non-benefited position of no more than 19 hours per week or a 40 hours per week for no more than five months.
<b>Faculty Position</b>	A benefited academic position with greater than 50% effort (.5 FTE) whose regular assignments include teaching, research, and/or service, and who hold academic rank as professor, associate professor, assistant professor, instructor, lecturer or post-doctoral fellow.
<b>Part-time Instructor Position</b>	A part-time, non-benefited position whose regular assignments include teaching, research, and/or service
<b>Graduate Student Position</b>	A position for currently enrolled graduate students that does not exceed 20 hours per week during the academic year. This includes all Graduate Service Assistants and any Graduate Teaching or Research Assistants that are formally recruited.
<b>Student Position</b>	A position for currently enrolled students that does not exceed 20 hours per week during the academic year. Funding for these positions can be federal work study or institutionally funded. Please refer to student employee handbook for more detailed information.
<b>Internal Applicant</b>	A job applicant who is currently a regular/benefited (non-probationary) employee or eligible per NDUS policy 24.
<b>External Applicant</b>	A job applicant who is not currently employed in a full-time, regular staff position by the University or covered under NDUS policy 24.

## PRINCIPLES

**OVERVIEW** – The University of North Dakota aims to provide strategic recruitment efforts, attract qualified candidates, and enhance the representation of protected groups. Our commitment to diversity, equity, and inclusion is integral to our belief that a varied workforce enhances innovation and creativity. We actively seek individuals with diverse experiences and backgrounds, ensuring that our recruitment process is an opportunity to enrich our community. We are dedicated to providing new and ongoing career development opportunities that reinforce our pursuit of operational excellence, recognizing that a diverse and inclusive workforce is foundational to achieving our academic and institutional goals.

## PROCEDURES

### Requisition for Recruitment

When the department is ready to actively recruit for a vacant or newly created position, the hiring coordinator will use the PageUp Recruiting System to submit a requisition (job card) to begin the process. Careful analysis of the vacant position, including review or development of the position description should occur prior to the job card submission to ensure that the hiring department has an accurate reflection of what the position entails. Once the job card is initiated, it is expected that the department will actively participate in hiring and complete all steps and tasks in a timely manner.

Using the electronic approval workflow in PageUp, the following steps must be taken:

Staff (benefited)	Faculty (benefited)	Part-time/Temp (non-ben)
The job card must be initiated from the position description by clicking 'Recruit for position'. Approvals from the hiring coordinator through the divisional Vice President's office must be secured.	The faculty template must be utilized and when submitting for approval, the 'VPAA Faculty Approval' or 'SMHS Faculty Approval' respectively must be selected and the Request to Recruit document must be attached in the 'documents' tab.	Requisition to Recruit Specifics: The part-time/temporary template must be utilized and when submitting for approval, the 'part-time/temp approval' must be selected

All benefited positions (staff and faculty) must have the appropriate Divisional Human Resources Manager as an approver prior to the UND HR Recruitment Team.

The final approver on all job cards is always a member of the UND HR Recruitment Team. The appropriate recruiter is expected to approve the job opening within one business day of receiving the approval request. To recruit a robust pool of applicants, the recruiter assigned to supporting the job opening will work with the hiring department to develop a strategic posting that best represents the position description. After the final approval takes place, the posting will then be opened to accept applications and will appear on the job board within 15 minutes of approval.

### Job Postings

All postings must be posted for a minimum of three business days to follow VEVRAA (Vietnam Era Veterans' Readjustment Assistance Act) standards. Standard posting lengths are provided below for each process. Posting durations outside of the standard lengths must be discussed and approved by the respective Divisional HR Manager.

Job postings must follow the template provided in PageUp and must include the salary range.

Staff (benefited)	Faculty	Part-time/Temp (non-ben)
<ul style="list-style-type: none"> <li>Postings can be opened 'internal only' to current benefited non-probationary employees only. This allows for growth and development opportunities for current benefited employees. When recruiting internally, the posting is open for a standard of five business days.</li> <li>When posted internal/external concurrently, the job will</li> </ul>	<ul style="list-style-type: none"> <li>Not eligible for 'internal only' postings.</li> <li>Minimum posting period of ten business days for special appointments</li> <li>Minimum posting period of 30 calendar days for tenure track positions.</li> <li>Faculty postings are posted internal/external concurrently as open until filled unless otherwise notated.</li> </ul>	<ul style="list-style-type: none"> <li>Not eligible for 'internal only' postings.</li> <li>Part-time/temporary jobs must be posted externally for a minimum of three business days but can be posted longer if indicated on the job card.</li> </ul>

<p>be posted for a standard ten business days.</p> <ul style="list-style-type: none"> <li>• Exceptions to minimum posting periods outlined in this section may be made with the approval of the Divisional HR Manager.</li> <li>• If a posting is listed as open until filled, a review by date must be indicated. Any applications received after the review by date will not be shared or considered until all applications initially shared have been fully considered and an Interview Summary Sheet has been returned to the Divisional HR Manager.</li> </ul>	<p>Postings must indicate a review by date for ensured consideration on the job card.</p> <ul style="list-style-type: none"> <li>• Exceptions to minimum posting periods outlined in this section may be made with approval of the appropriate Vice President and Divisional HR Manager.</li> </ul>	
---	---	--

**Internal Recruitment:** When a job is internal only, the recruiter will include ‘Internal Only’ in the title of the posting, add the following statement on the posting *‘This position is open to internal candidates only. External candidates will not be reviewed or considered.’* and select the Internal Only Application Form which will automatically screen out candidates who indicate that they are not a current non-probationary employee.

**External Recruitment:** All external UND job openings are scraped to 28 external sites from the UND career site (see resources section for full list). The department may consider additional advertising with related associations, LinkedIn, the Chronicle of Higher Ed, etc. All additional advertising costs are the responsibility of the hiring department. Any additional advertising must be noted on the job card and a copy of the ad must be uploaded to the job card.

**Other considerations:** If a recruitment has gone through several unsuccessful rounds of posting and/or interviewing, or has been open more than 180 days, the recruiter or Divisional HR Manager will work with the hiring coordinator to cancel and re-request the job posting to refresh the recruitment.

### Candidate Evaluation Process

<b>Staff (benefited and non-benefited)</b>	<b>Faculty</b>
<ul style="list-style-type: none"> <li>• When the job posting has closed to applications, the recruiter assigned to the requisition will create the screening criteria form used to evaluate each application and will screen all fully submitted applications per North Dakota Century Code. Once the screening is complete, all applicants are ranked in order of their total scores. HR will determine a natural cut-off point with a reasonable number of qualified candidates to send to the department for interviewing.</li> <li>• The applicants who are not qualified or forwarded to the hiring</li> </ul>	<ul style="list-style-type: none"> <li>• Once a faculty job has reached the review by date noted on the job, the recruiter will review applications for veterans preference requirements and then share all fully submitted applications with the search committee. Applications received after the review by date will not be shared or considered until all applications initially shared have been fully considered and an Interview Summary Sheet has been returned to the Divisional HR Manager.</li> <li>• Search committees will utilize the 100-point matrix to screen all applicants, per North Dakota Century Code. Points should be distributed for each category. For minimum requirements, points must be</li> </ul>

<p>department for interview will be sent an email from HR notifying them that they are not being considered further and thanking them for their interest.</p> <ul style="list-style-type: none"> <li>• The hiring department must offer at least a phone interview to all candidates sent to the department by HR.</li> </ul>	<p>given as an all or nothing; preferred requirements can be awarded at the discretion of the search committee. If each member of the search committee completes a separate matrix, they must be aggregated to one matrix while still adhering to the above scoring requirements.</p> <ul style="list-style-type: none"> <li>• The search committee will select applicants to interview based on a cut-off point on the matrix. The cut-off point must be relative to the points assigned to the minimum requirements. To be considered a candidate, the cut-off point on the matrix must be reached and all candidates must be offered, at minimum, a phone interview.</li> </ul>
---	--

Candidate materials shared with the department must remain confidential until finalists are determined. At that time, only finalist information is subject to open records.

## Interviewing

---

All interviews require a minimum of two interviewers to be present. To the extent possible, these should be the same individuals and interviews should be conducted in the same manner (phone, virtual, in person).

**Hiring Manager/Search Committee Training:** The hiring manager and all individuals who are part of the interview team/search committee must complete UND Interview Team/Search Committee training through Vector Solutions. When completed, the training will remain valid for two calendar years from the date taken.

All members of the interview team/search committee must be listed in the correlating section on the job card. Training completion will be verified by the Recruiting Assistant when the job card is approved. Any interviewers who have not completed the training will have the training assigned to them in Vector Solutions with a ten-business day deadline, unless the job posting closes sooner.

Interviews are expected to be completed in a timely manner and any delays should be communicated to the candidates in consideration. Ideally candidates should be contacted to schedule interviews within 5 days of HR sharing their materials.

## Hiring Determination

---

Once the department has completed the interview phase and is ready to make a hiring decision, the following steps must be completed:

- Complete the Interview Summary Sheet (ISS) with relevant justification for hiring and non-hiring decision on each candidate considered. Each candidate's justification should be unique to their interview and candidates cannot be compared to each other.
  - If the candidate declined the interview or withdrew from consideration, that should be noted along with the reason why.
  - Three attempts must be made via phone and/or email to contact a candidate to offer an interview. If the candidate does not respond that information must be documented on the ISS, including the dates and times that the candidate was contacted.
  - If a remote worksite agreement will be utilized, it must be noted on the ISS. It is the hiring coordinator's responsibility to follow the procedure established in the Remote Worksite Policy.
- Reference checks are required to be completed on at least the top candidate. The hiring coordinator must attempt to reach at least two references. Best practice is to contact the most recent or current work

supervisor, with the candidate's permission. If the hiring supervisor cannot reach any of the references the candidate has provided in their application materials, they must call the candidate to request additional references, or that candidate can call the listed references to notify them that the UND hiring coordinator will be contacting them. All references calls or attempts must be documented with the date, time and name of the person contacted. This information should be added to the ISS along with the hiring justifications.

- For internal finalist applicants, there must be a review of the employee's personnel file. The respective Divisional HR Manager will coordinate this review.
- Submit the completed ISS to the appropriate Divisional HR Manager for their review. Once that is complete, the HR Manager will communicate with the department that they can proceed with the verbal offer.
  - When the ISS is approved the recruiter will notify all non-selected candidates that their application is no longer in consideration. All ranked candidates will be notified after an offer has been accepted.

**Application Considerations:** Candidates ranked and noted as a hireable on the ISS but are not initially hired, due to not being top ranked candidate/other candidate(s) accepted, can be offered the position for up to six months should the same position be vacated in that time. You must work with your divisional HR manager if this situation arises.

Qualified candidates who apply and interview for a position and are marked as non-hirable do not need to be re-interviewed should the position be re-opened within six months and the same candidate applies.

## Offers

---

Once the department has received approval, the supervisor or other department contact will call the candidate to verbally offer the position to them. All topics below should be discussed as part of the verbal offer.

- Wage
  - All offered wages will be in alignment with the UND Compensation Philosophy
  - Benefited banded (1000-7000 bands) staff: All employees are eligible for a 5% salary increase after the successful completion of their six-month probationary period as detailed in the Salary Administration Policy (5% increase is not available for current transferring employees).
    - The 5% can be used as a negotiation tool during the offer process and be offered as part of the starting salary.
  - Faculty and non-banded (0000 band) staff are not eligible for the 5% post-probation increase.
- Position Benefits, if applicable
- Working schedule
  - Hybrid or remote work agreement, if applicable
- Background Check contingency, if applicable

**Increased annual leave request:** If a department would like to offer, or a benefited staff candidate requests to negotiate, a higher annual leave balance and the department feels that it is appropriate, an approval form can be completed along with a copy of the candidate's resume must be submitted to the Associate Vice President of Human Resources. AVP of HR will review the resume to determine if appropriate directly related experience exists. If approved, the following language must be added to the candidate's offer letter: *You will accrue annual leave at the xx year of service level, xx days per year. This accrual rate will remain in place until the years of service achievement automatically places you into a higher accrual rate.* This is only available for new employees coming into the university, not existing employees transferring to a new position.

**Relocation Allowance:** See Salary administration Policy for guidance on relocation allowance. If relocation allowance is given, the following language must be added to the candidate's offer letter: *[department] will provide a relocation allowance of \$[XX] which is taxable income and the appropriate withholding from your pay will be applied. The relocation allowance will be paid after you have successfully started as an employee at UND.*

**Sign-on Bonus:** See Salary Administration Policy for guidance on sign-on bonus requirements.

## Search Firms

---

When the need arises, the University may contract with an outside firm to assist in the recruiting/sourcing process. When this occurs, the following happens:

- The hiring department must contact AVP of HR or Director of HR for VPAA, as applicable, to discuss their needs to determine if one of the contracted firms through the State of North Dakota will be appropriate or if an RFP is needed.
- If an RFP is needed: all purchasing guidelines must be followed and AVP of HR must approve the contract.
- Once a search firm is contracted, the firm will work with the Divisional HR Manager and search committee chairperson/administrative liaison to review the position description and recruitment process. Meetings will be held to discuss direction and scope.
- The Divisional HR Manager will work directly with the search firm to ensure that all screening requirements occur with regard to Veteran's Preference prior to candidates being shared with the search committee and that all applicants are invited to voluntarily self-identify in accordance with VEVERAA, E.O. 11246, and Section 503 of the Rehabilitation Act using the appropriate forms.
- The search committee chair will invite various UND employees and potentially external constituents to participate on the search committee.
- The search committee will meet to discuss the screening process, interview details such as: questions, timelines, who will be interviewed at different stages and who to invite to campus for final interviews.
- The HR Liaison will provide guidance on the recruitment process, confidentiality, and open records requirements at the first meeting. All members of the search committee will be required to sign a confidentiality form and complete the UND Interview Team/Search Committee training in Vector Solutions.
- Once the search process is complete, the committee will take all necessary information brought forth during the process to the supervisor, who may not be part of the committee. The supervisor will then make the final hiring decision.
- The administrative liaison will work with the Recruiting Manager to hire the selected candidate through PageUp.
- For all executive positions, except Deans in Academic Affairs, the AVP of HR will be the HR Liaison.

## Programs

---

**Dual Career Assistance Program:** Please refer to the Dual Career Assistance Policy for further information.

**Student Employment Program:** Please refer to the Student Employment Handbook for further information.

**Direct Hires:** Direct hiring is the process of hiring an employee without going through competitive recruitment. The following requirements must be met to direct hire a candidate:

- Must be part of an educational opportunity.
  - This will include Medical Resident, GRA, GTA, Internships, Co-Ops, FWS Student hires
    - To qualify for this opportunity, candidates must meet specific external criteria. Individuals who do not meet these requirements will not be eligible Example: a requirement may be that they are enrolled in a specific educational program such as UND Graduate Space Studies program
    - Example: a medical resident is matched to UND through a national match program
    - Example: federal work study students have been granted federal work study, students without federal work study are not eligible for these opportunities.
- All other direct hire requests must be approved by the Associate Vice President of Human Resources.

## Other Recruiting Considerations

---

**Hirable Locations:** There are states in which UND does not hire 100% remote employees. Please contact Human Resources for a full and current list.

If a hiring department would like to consider upcoming graduates for their open role they may include the following language behind the degree requirement: ‘Spring/Summer/Fall 20xx graduates will be considered. Degree must be conferred by start date.’

**Job Posting Standard Language:** Jobs that have a review by date in place of a closing date should state: ‘To ensure full consideration, applications must be received by Month, Day, Year.’

If a salary will be determined based on experience the following language should be included ‘\$xxx,xxx - \$xxx,xxx dependent on experience’

## Employment Sponsorship

---

Positions that are eligible to support employment sponsorship visas (ex:H1-B) for continued employment can work with their Divisional HR Manager to find out more about the process and requirements.

- All job cards require the hiring department to indicate if a job does or does not offer visa sponsorship for continued employment.
  - 4000 – 9000 band jobs will automatically populate indicating that ‘This position does not support visa sponsorship for continued employment’.
- The language in the job posting indicating if a job does not offer visa sponsorship for continued employment will automatically populate when ‘Generate Description’ is clicked.
- For faculty positions that are not able to offer sponsorship, applicants will be asked on the application if they will require sponsorship. Those that indicate they will need sponsorship will be automatically removed from consideration and not shared with the search committee for review.
  - Responses will not be visible to the committee or hiring coordinators. Only Divisional HR Managers and the Recruiting Team will have access to this information.
  - The same question can be added to staff applications, when necessary, as identified by the Divisional HR Manager. An example would be if a position requires specific status based on funding or the work required.
- Hiring coordinators, supervisors, and search committees cannot ask questions pertaining to sponsorship during the interview scheduling process. Please work with your Divisional HR Manager for clarification on candidates requiring sponsorship if questions arise.

## RELATED INFORMATION, RESOURCES & FORMS

<b>Hiring Process Documents &amp; related resources</b>	<a href="https://campus.und.edu/human-resources/managers-toolbox/hiring.html">https://campus.und.edu/human-resources/managers-toolbox/hiring.html</a>
<b>Interview Summary Sheet (ISS)</b>	The document completed by the hiring authority that is then sent to the HR Manager for approval to hire. The document must list the names of the qualified candidates shared for interview.
<b>Job Posting Locations</b>	All UND jobs post to all locations listed here: <a href="https://campus.und.edu/human-resources/_files/docs/recruiting-solutions/und-job-posting-locations-4-4-23.pdf">https://campus.und.edu/human-resources/_files/docs/recruiting-solutions/und-job-posting-locations-4-4-23.pdf</a>
<b>100-point Matrix</b>	This spreadsheet is used to assign points to each minimum and preferred qualification for faculty positions as outlined in the official recruitment posting established by the hiring department. 100-point value system as required by <b>NDCC 37-19.1-01.04/NDUS Procedures 601.0</b> .
<b>PageUp Recruiting System</b>	The applicant tracking system used by the university to publicize and accept applications for open recruitments.
<b>Remote Worksite Process</b>	<a href="https://campus.und.edu/human-resources/managers-toolbox/remote-worksite-process.html">https://campus.und.edu/human-resources/managers-toolbox/remote-worksite-process.html</a>
<b>Salary Administration Policy</b>	<a href="https://und.policystat.com/policy/12399037/latest">https://und.policystat.com/policy/12399037/latest</a>



<b>Screening Criteria Form</b>	The Screening Criteria Form is embedded within PageUp. This form is used by the recruiter to assign points to each minimum and preferred qualification for staff positions as outlined in the official recruitment posting established by the hiring department based on the approved position description. This form uses a 100-point value system as required by <b>NDCC 37-19.1-01.04/NDUS Procedures 601.0</b> .
<b>Student Employment Resources</b>	<a href="https://und.edu/student-life/student-employment/student-employment-staff-faculty-resources.html">https://und.edu/student-life/student-employment/student-employment-staff-faculty-resources.html</a>
<b>Veterans Preference</b>	<p>Certain veterans and spouses of qualifying veterans must be granted preference in public employment as required by <b>NDCC 37-19.1</b></p> <p>Veterans claiming preference must submit all proof of eligibility by the closing date to receive preference points in the screening process. Proof of eligibility includes a DD-214 <u>or</u> a copy of NGB 22 from National Guard or Reserve (with a unit located in ND) <u>or</u> certification from the applicant's unit command that the individual is expected to be discharged or released from active duty in the uniformed services under other than dishonorable conditions not later than one hundred twenty days after the date of the submission of the certification. If claiming disabled veteran status, proof of eligibility includes a DD-214 and a current letter of disability dated within the past year.</p>

**REVISION RECORD**

<b>06/01/2024 – Procedure Implementation</b>	
--	--