

***Strength in People***

# **RECRUITMENT & SELECTION BLUEPRINT**

**A Search Guide for Classified, Administrative, & Service Professional Positions**

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*"Using the University's strengths for more successful searches"*

Prepared by:  
Daniel S. Klug  
HR Coordinator  
Recruitment &  
Selection

## **ASU RECRUITMENT & SELECTION BLUEPRINT INTRODUCTION**

The following document is part of the Recruitment & Selection Department project to support better searches at Arizona State University. It is a tool that can assist in every Classified, Administrative, or Service Professional search. It is meant to complement and interface with the ASU Classified, Administrative, and Service Professional Recruitment Handbook and contains references throughout to the Handbook's important benchmarks. The references connect to both the hard copy and web versions of the Handbook.

The Recruitment & Selection Blueprint is in the format of a workbook, to be used to guide a search from beginning to end. The Blueprint can lead the Hiring Official and the Search Committee Chair through the many steps necessary to a successful search conclusion.

Because every component of the search process has been broken out separately, the Blueprint may appear complex at first glance; however, many of the components are undertaken simultaneously and in close sequence, and the process can flow quickly and smoothly. The level of detail contained in the Blueprint is there to ensure that a search does not overlook any important step and that the search process follows the necessary steps in the appropriate sequence.

## STEP 1

# PREPARATION FOR THE SEARCH

### Organizing the Search Process

By ___/___/___	1. Review <b>ASU Classified, Administrative, &amp; Service Professional Recruitment Handbook and Recruitment &amp; Selection Blueprint.</b>	Hiring Official
By ___/___/___ o	2. If desired, form a Search Committee to assist with all or part of the search. If a Search Committee is formed, ensure compliance with all university policies and department guidelines. Ensure that a copy of this handbook is made available to all committee members. Determine if TAM PeopleSoft training is needed to obtain access to system. <b>(See SPP 201-01 Recruitment &amp; Employment Policy.)</b>	Hiring Official
By ___/___/___ o	3. Develop search process timeline including targets for advertising, application screening, candidate interviews, and campus visits — i.e., fill in target dates on this Blueprint.	Hiring Official or Search Committee
By ___/___/___ o	4. Discuss elements of position description; minimum and desired qualifications, essential functions, scope of search, department statement, salary, costs. <b>(See Recruitment Handbook.)</b>	Hiring Official or Search Committee
By ___/___/___ o	5. If needed, obtain TAM PeopleSoft training for access to system.	Hiring Official or Search Committee and Support Staff

#### Notes:

## STEP 2

# CREATING & POSTING THE JOB

### Implementing the Search Strategy

By ___/___/___ o	6. Create posting using TAM PeopleSoft. <b>(See TAM Digest.)</b> Obtain position Job Number for posting; enter information into Job Details, Job Posting, Hiring Team, and Advertising sections. Save and submit to HR Recruitment & Selection for approval to post.	Hiring Official and Support Staff
By ___/___/___ o	7. HR Recruitment & Selection reviews and posts on the ASU Website and assists with other advertising requests.	HR Recruitment & Selection
By ___/___/___ o	8. Applicants may apply until 11:59 PM on close date stated in job posting. Email acknowledging receipt of application materials is generated by TAM PeopleSoft and sent to applicant when applicant successfully applies.	Applicant

### Assessing the Applicant Pool

By ___/___/___ o	9. Review and evaluate applicant pool anytime throughout the search. <b>(See TAM Digest.) (Do not contact any applicant until close date has passed.)</b>	Hiring Official or Search Committee
By ___/___/___ o	10. Assessing Applicants: Print out Applicant Evaluation Summary in TAM. <b>(See TAM Digest.)</b> Assess applicants by minimum and desired qualifications.	Hiring Official or Search Committee
By ___/___/___ o	11. If search is to be extended, contact HR Recruitment & Selection 24 hours before current close date and request a new close date.	Hiring Official or Search Committee

#### Notes:

**STEP 3**

**SELECTING THE CANDIDATES**

**The Screening Process**

By __/__/__ o	12. Review applicant materials using Applicant Evaluation Summary/Resume icon in TAM PeopleSoft. Evaluate competencies using "screening applicant" procedures found in <b>TAM Digest.</b>	Hiring Official or Search Committee
By __/__/__ o	13. Identify top candidates using the completed Applicant Evaluation Summary. (If all candidates do not meet standards, contact HR Recruitment & Selection to close position without hire and repost, if needed.)	Hiring Official or Search Committee

**The Interview Process**

By __/__/__ o	14. Develop interview candidate list and questions for interview. <b>(See Recruitment Handbook.)</b>	Hiring Official or Search Committee
By __/__/__ o	15. Conduct interviews—Use same list of job-related questions for all candidates. (Interviews must occur after application close date.) Arrange for travel and accommodations if necessary and budgeted. Have candidates/finalists complete and sign background check paperwork. <b>(See ACD 126.)</b>	Hiring Official or Search Committee
By __/__/__ o	16. Using TAM Peoplesoft—Enter interview information and create interview evaluations to rate interviews. Include comments with numerical ratings. <b>(See TAM Digest.)</b>	Hiring Official or Search Committee
By __/__/__ o	17. Conduct additional interviews (if necessary). Questions and process must be same for each candidate. Enter results into TAM. <b>(See TAM Manual Digest.)</b>	Hiring Official or Search Committee

**The Selection Process**

By __/__/__ o	18. Select finalist for request to hire. Use TAM "Prepare Job Offer" which sends email request to HR Recruitment & Selections for approval to make job offer. Reject applicants/candidates that were not selected. <b>(See TAM Digest.)</b>	Hiring Official
By __/__/__ o	19. HR Recruitment & Selection approves or denies job offer request. Contacts Hiring Manager with results.	HR Recruitment & Selection
By __/__/__ o	20. Conduct reference checks (if not done earlier in the recruitment process).	Hiring Official or Search Committee
By __/__/__ o	21. Make job offer to finalist. If offer is accepted, submit finalist's signed background check paperwork to HR Recruitment & Selection. (27 hour turnaround time)	Hiring Official

**Step 4**

**COMPLETING A SUCCESSFUL SEARCH**

**Wrapping Up**

By __/__/__ o	22. Send written offer letter (start date, conditions, salary, etc.) & New Hire Employee Packet (NHEP) to candidate. Signed acceptance/offer letter returned to hiring official. Schedule New Hire Orientation for candidate.	Hiring Official
By __/__/__ o	23. Hiring official completes Online Hiring Process Report (HPR) in Peoplesoft. (Changes "Offer" to "Accept")	Hiring Official
By __/__/__ o	24. Candidate submits NHEP to HR Employee Service Center for processing. Must have identification.	Applicant
By __/__/__ o	25. HR Data Management will enter HPR & NHEP into HCM Peoplesoft.	HR Data Management Team.
By __/__/__ o	26. Department requests computer access and follows through with job assignment duties/training.	Department staff

Notes: