



Strength in People

RECRUITMENT & SELECTION BLUEPRINT

A Search Guide for Classified, Administrative and Service Professional Positions



RECRUITMENT & SELECTION BLUEPRINT

INTRODUCTION

This document is part of the Recruitment & Selection Department's 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. It 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 no important steps are overlooked during the search and that the search process follows the necessary steps in the appropriate sequence.

Daniel S. Klug
Assistant Director, Recruitment & Selection

"Using the university's strengths for more successful searches"



RECRUITMENT & SELECTION BLUEPRINT

STEP 1 PREPARATION FOR THE SEARCH

Organizing the Search Process

COMPLETE BY	TASK	RESPONSIBLE PARTY
__/__/__	1. Review ASU Classified, Administrative & Service Professional Recruitment Handbook and Recruitment & Selection Blueprint.	Hiring Official
__/__/__	<input type="checkbox"/> 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. (See SPP 201-01 Recruitment & Employment Policy .)	Hiring Official
__/__/__	<input type="checkbox"/> 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
__/__/__	<input type="checkbox"/> 4. Discuss elements of position description; minimum and desired qualifications, essential functions, scope of search, department statement, salary, costs. (See Recruitment Handbook .)	Hiring Official or Search Committee
__/__/__	<input type="checkbox"/> 5. If needed, obtain TAM PeopleSoft training for access to system.	Hiring Official or Search Committee and Support Staff

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STEP 2 CREATING & POSTING THE JOB

Implementing the Search Strategy

COMPLETE BY	TASK	RESPONSIBLE PARTY
//_/___ <input type="checkbox"/>	6. Create posting using TAM PeopleSoft. (See TAM Digest.) 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
//_/___ <input type="checkbox"/>	7. HR Recruitment & Selection reviews and posts on the ASU Website and assists with other advertising requests.	HR Recruitment & Selection
//_/___ <input type="checkbox"/>	8. Applicants may apply until 11:59 PM on close date stated in job posting. Acceptance of application materials appears on screen when applicant successfully applies.	Applicant

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Assessing the Applicant Pool

COMPLETE BY	TASK	RESPONSIBLE PARTY
__/__/__ <input type="checkbox"/>	9. Review and evaluate applicant pool anytime throughout the search. (See TAM Digest.) (IMPORTANT: Do not contact any applicant until close date has passed.)	Hiring Official or Search Committee
__/__/__ <input type="checkbox"/>	10. Assessing Applicants: Print out Applicant Evaluation Summary in TAM. (See TAM Digest.) Assess applicants by minimum and desired qualifications.	Hiring Official or Search Committee
__/__/__ <input type="checkbox"/>	11. If you wish to extend posting on ASU website, contact HR Recruitment & Selection 24 hours before current close date and request to extend close date.	Hiring Official or Search Committee

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STEP 3 SELECTING THE CANDIDATES

The Screening Process

COMPLETE BY	TASK	RESPONSIBLE PARTY
__/__/__	<input type="checkbox"/> 12. Review applicant materials using Evaluate Applicant in TAM PeopleSoft. Evaluate competencies using “Evaluate/ screen applicant” procedures found in TAM Digest .	Hiring Official or Search Committee
__/__/__	<input type="checkbox"/> 13. Identify top candidates using the completed Evaluate Applicant screen. (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

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The Interview Process

COMPLETE BY	TASK	RESPONSIBLE PARTY
__/__/__	<input type="checkbox"/> 14. Develop interview candidate list and questions for interview. (See Recruitment Handbook .)	Hiring Official or Search Committee
__/__/__	<input type="checkbox"/> 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. (See ACD 126 .)	Hiring Official or Search Committee
__/__/__	<input type="checkbox"/> 16. Using “Schedule Interviews” & “Create Interview Evaluation” in TAM PeopleSoft—Enter interview information and create interview evaluations to rate interviews. Include comments with numerical ratings. (See TAM Digest .)	Hiring Official or Search Committee
__/__/__	<input type="checkbox"/> 17. Conduct additional interviews (if necessary). Questions and process must be same for each candidate. Enter results into TAM. (See TAM Digest .)	Hiring Official or Search Committee

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The Selection Process

COMPLETE BY	TASK	RESPONSIBLE PARTY
__/__/__	<input type="checkbox"/> 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. (See TAM Digest.)	Hiring Official
__/__/__	<input type="checkbox"/> 19. HR Recruitment & Selection approves or denies job offer request. Contacts Hiring Manager with results.	HR Recruitment & Selection
__/__/__	<input type="checkbox"/> 20. Conduct reference checks (if not already done).	Hiring Official or Search Committee
__/__/__	<input type="checkbox"/> 21. Make job offer to finalist after HR approval. If offer is accepted, submit finalist’s signed background check paperwork to HR Recruitment & Selection. (24-hour turnaround time)	Hiring Official

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Step 4 COMPLETING A SUCCESSFUL SEARCH

Wrapping Up

COMPLETE BY	TASK	RESPONSIBLE PARTY
__/__/__ <input type="checkbox"/>	22. Hiring official sends 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 dept sends signed offer letter to HR Data Management & HR Recruitment	Hiring Official & Applicant
__/__/__ <input type="checkbox"/>	23. HR Recruitment applies signed offer letter to the job and prepares PeopleSoft so hiring official can be process the PTR.	HR Recruitment
__/__/__ <input type="checkbox"/>	24. Hiring official completes PTR.	Hiring Official
__/__/__ <input type="checkbox"/>	25. HR Data Management will enter HPR & NHEP into HCM PeopleSoft.	HR Data Management
__/__/__ <input type="checkbox"/>	26. Department requests computer access and follows through with job assignment duties/training.	Department staff

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