

## ASU Reorganization Program - ASU Department FAQs

**1. Q. Do we have to consider all reorganization candidates sent to us by OHR for hire?**

**A.** Per the Reorganization Policy SPP 213 and SPP 216, all eligible reorganization candidates who meet the minimum qualifications and many of the relevant desired qualifications for the targeted job, are to be interviewed and strongly considered for hire. Only after the hiring team determines that the applicant does not meet the qualifications, they may notify HR Recruitment and Selection to decline to hire. These applicants come with a variety of ASU experience and knowledge. It is a privilege for ASU to consider these talented employees for job opportunities before posting the job to the public.

**2. Q. What if we receive four or more reorganization candidate resumes to consider?**

**A.** If you receive four or more reorganization candidate resumes, you may set up phone interviews for the first round. Then narrow the applicant pool down to your top two and bring those candidates in for the in-person interview.

**3. Q. Can the hiring department see the reorganization candidate's employment personnel file before making a hiring decision?**

**A.** Once the department has narrowed their applicant pool down to 1-2 finalists, they can then review the personnel file. To qualify to be considered as a reorganization candidate, they must have excellent performance evaluations and a good standing with ASU. **Personnel File Request form available at <https://cfo.asu.edu/hr-forms>**

**4. Q. What should we do if we are unable to reach a reorganization candidate, or find it impossible to schedule an interview within their time constraints? What if they are scheduled for interview and don't show up?**

**A.** It is important to remain flexible when scheduling interviews, providing candidates with advance notice and two options to fit their schedule. If you should run into a problem with contacting or scheduling appointments, please inform HR Recruitment & Selection immediately so they can provide assistance. As a general recruiting practice, please document all attempts to reach candidates, email exchanges, and interview notes. This will be requested by HR Recruitment and Selection during the reorganization process audit.

**5. Q. How can we hire the reorganization candidate?**

1. Extend the offer and gain the reorganization candidate's acceptance. (Reject other reorganization candidates, if necessary, by contacting each candidate and notifying HR Recruitment and Selections with the reasons for rejection. Reasons must focus on MQ or DQ qualifications.)
2. Contact the HR Recruitment and Selection department. The offer will be processed as a waiver using the original requisition number.
3. If the applicant is still working for an ASU department, you may also need to notify their current supervisor of the start date and wage.

**6. Q. If after interviewing the reorganization candidate, they do not meet the MQ's and relevant DQ's, how can we reject the candidate and posting the job on the ASU website?**

1. According to SPP 216 reorganization candidates must be given priority consideration for open positions. Decisions for rejecting must be based on significant candidate deficiencies.
2. Send a brief written explanation to HR Recruitment and Selection, specifying the reasons for rejecting the reorganization candidate. Reasons must focus on MQ or DQ qualifications.
3. Call the reorganization candidate and let them know you have decided to open an external search to fill the position. You may be asked for specific details. This is an opportunity to provide constructive feedback to the candidate. It is okay to provide them with an explanation about the amount of experience or skill level of the Desired Qualifications necessary to do the job. If you have questions, please refer back to HR Recruitment and Selection for assistance.
4. Recruitment & Selection team will post your job to the ASU employment website.