

SUNY Canton's New Hire Process

This document process replaces the H1 form and packet process.

This process will be used for all full-time and part-time hires.

Hiring Tools/Information can be found on Human Resources' (HR) webpage.

Step 1

Request to Hire – Initiate and Complete a C3 Form and an Advertisement Form

The **Hiring Manager** will initiate and complete both forms, including starting the circulation for signatures, following the Forms' Movement process below.

- All requests to hire require a set recruiting salary range, which must be included on the C3 form.
- A detailed advertisement of the position must be submitted with the C3. *(Use 1 of the 2 advertisement template forms – [linked here](#) or found on the HR webpage under Search.)*
- A Search Committee Chairperson needs to be selected and noted on the C3 form.
- An "Approved" C3 requires all signatures and will be distributed by HR to the Hiring Manager.

Forms' Movement Process

Depending on where the initiation begins, some stops may not apply.

The respective person/office will receive, act on, and move the forms to the next stop. Priority should be given to these forms in an effort to move them forward in a timely manner.

- Hiring Manager (*Initiator*)
- Dean
- Area Vice President/Division Head
- VP for Administration
- Budget Office
- President's Office
- Human Resources/Affirmative Action

Step 2

Recruitment Authorization/Notification

Human Resources receives and verifies the C3 Form and Advertisement Form. They will complete the following:

Post Position Advertisement (if search is required)

- HR will post the position advertisement in the standard advertising locations – North Country Now, Higher Ed Jobs, Watertown Daily Times, Indeed, UUP Retrenchment List, and internal Union posts.
- If there are special advertising location requests, the following is **required**:
 - Area Vice President/Division Head permission
 - Account Number to cover additional cost
 - List of requested location(s)

Notification to Begin Search

- Once the position has been posted, HR will notify the Hiring Manager and Search Committee Chairperson to begin the search. HR will send a scanned copy of the C3 form to the Hiring Manager; the **Hiring Manager will keep the form** until the end to include in the Hiring Packet, along with their recommendation.

Step 3

Search Process Commences

Search Committee Chairperson, Hiring Manager, and Human Resources will work to reach consensus on:

- Formation of a Search Committee.
 - Minimum committee requirements (consist of a balance of gender) – Search Committee Chairperson, [Affirmative Action representative](#), individual from the department, and an at-large member.
- Search Timeline – Set a meeting to discuss and set a search timeline to include application review, interviews, and any other committee meetings. Remember to include all Search Committee Member names on the timeline template, so HR can add those members to the Brightspace shell or People Admin for access to search materials. *Please use provided timeline template, and send it to HR for posting.*

Search Committee Chairperson responsibilities/instructions:

- Invite HR to the first Search Committee meeting.
- Establish regular communication with the Search Committee.
 - Acknowledgment Form – provide and collect signed forms.
 - In-person Interview Schedule – develop the in-person interview schedule, inclusive of the following:
 - Time for each candidate to have a benefits overview meeting with the Benefits Coordinator.
 - Time for each candidate to have a travel reimbursement meeting with the Travel Coordinator.
 - Maximum of 2 candidates scheduled per day without permission (*candidates should not cross paths during their interview*)
 - Applications – monitor submissions and notify the group.
 - Rating Sheets/Interview Questions – coordinate with the Hiring Manager on a list of position-specific interview questions. Work with the Search Committee to develop a rating sheet and interview questions (*contact HR for sample interview questions*), including any position-specific questions. Send final draft of each to the Affirmation Action representative for their approval; the [Affirmative Action rep](#) will secure HR approval and inform the Chairperson once approval is final. Collect all rating, question, and note sheets from committee members for submission to HR.
 - Solicit Strengths and Weaknesses – request each committee member to list each candidate's strengths and weaknesses.
- Candidate Status – track all candidate's status throughout the search process, and provide information to HR at each selection round for purposes of exclusion notifications.
- **Internal Candidates must be brought to HR's attention at each selection round for purposes of exclusion notification and must be done before next steps can be taken.**
- Develop a comprehensive Strengths and Weaknesses Hiring Recommendation Memo.
- Develop the Hiring Packet, which includes the Strengths and Weaknesses Hiring Recommendation Memo, candidate's resume, and candidate's reference checks (*can be via phone or letter*), and send the entire hardcopy Hiring Packet to the Hiring Manager.

Step 4

Hiring Manager Review and Recommendation

The Hiring Manager will review the Hiring Packet and complete the following:

- Develop their own ranked recommendation.

- Add their recommendation memo and the C3 form (*previously provided via email by HR*) to the hiring packet.
- Scan the entire packet, and email it to the supervisory chain above them, including the Area Vice President/Division Head and HR (hr@canton.edu).
 - Include the following text in your email:
Attached is the Hiring Packet for the [insert position] position. Please review, and provide any comments/concerns to [insert Area VP/Division Head name] within 48 hours of this email.
- **Hold on to the original hardcopy**; refer to Step 7 for further details.

Step 5

Area VP/Division Head Review/Action

The **Area VP/Division Head** reviews the Hiring Packet, including verification that a final C3 form is included.

Action

- Print **only** the C3 form.
- Complete the Search Outcome section on the C3 form.
- Send the hardcopy of the **updated** C3 form to the Hiring Manager.

Step 6

Extension of Offer/Failed Search

The **Hiring Manager** will proceed with the following steps according to the Search Outcome on the updated C3 form.

Extend Offer

Contact the first approved candidate on the updated C3 form to extend the position offer following the script provided by HR (can use salary range to negotiate).

*If the candidate requests a salary that exceeds the approved salary range, a discussion with the President and CFO **must** be had before an official offer is made.*

Candidate Declines

The Hiring Manager moves to the next approved candidate; if necessary and there are other candidates, they will repeat the above process. If all candidates decline, reach out to HR for next steps.

Failed Search

Hiring Manager notifies HR.

Step 7

Finalize Search

The **Hiring Manager** will complete the following steps:

- Add the updated C3 form to the original hardcopy Hiring Packet (*held in Step 4*).
- **Accepted Offer** – Initiate a C2, and add it to the Hiring Packet.
- Send complete hardcopy Hiring Packet to Area Vice President/Division Head for signature on C2.

The **Area Vice President/Division Head** will send the entire finalized signed Hiring Packet to HR, and **HR** will finalize the hiring process by generating a hiring letter and securing all necessary signatures.