<u>**SUNY Canton's New Hire Process**</u>
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.

<u>Step 1</u>
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](#)* (you will be required to log in using information provided by HR) *or found on the webpage under Campus Forms.)* Provide the advertisement in an e-mail with the original word document for quicker posting; scanned PDF's can be used to accompany the C3 but send a separate email to hr@canton.edu with the original word document.
- A Search Committee Chairperson (someone other than the hiring manager) 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 and Search Committee Chair.

<u>Forms' Movement Process</u>
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 to move them forward in a timely manner.

- Hiring Manager *(Initiator)*
- Dean
- Area Vice President/Division Head
- VP for Administration or Research Foundation (RF) Operations Manager *(for RF positions)*
- Budget Office or Grants Office *(for RF positions)*
- President's Office
- Human Resources/Affirmative Action

<u>Step 2</u>
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 <u>standard advertising locations</u> – North Country Now, Higher Ed Jobs, Watertown Daily Times, UUP Retrenchment List, and internal Union posts.
- If there are <u>special advertising location requests</u>, the following is **required**:
  - Area Vice President/Division Head or RF Operations Manager permission
  - Account Number to cover additional cost
  - List of requested location(s)

Notification to Begin Search
- HR will send a scanned copy of the C3 form to the Hiring Manager; the <mark>Hiring Manager will keep the form</mark> until the end to include in the Hiring Packet, along with their recommendation.
- **Access Credentials**
  - <mark>HR</mark> will send the link and login information for the **Search Committee Resources** webpage to the Hiring Manager, Search Committee Chairperson, and Affirmative Action Rep. **The login information is to be kept confidential and only used by those individuals during that search.** The Search Committee Resources webpage has tools to help you navigate the search process.
  - For positions posted through PeopleAdmin, Search Committee Members will receive login credentials to access candidate documents from employment@canton.edu.

Step 3
Search Process Commences

<mark>Search Committee Chairperson,</mark> <mark>Hiring Manager,</mark> and <mark>Human Resources</mark> will work to reach consensus on:
- Formation of a Search Committee.
  - Minimum committee requirements – A diverse group of participants to include, at minimum, Search Committee Chairperson, Affirmative Action representative, individual from outside the department, and an at-large member.
- Search Timeline – Schedule 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* **Search Timeline***, and send it to HR for posting.*

<mark>Search Committee Chairperson</mark> responsibilities/instructions:
- 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.
    - Provide a benefit summary sheet to all candidates with their itinerary or at time of interview. The benefit sheet can be found online at **Benefit Summaries - Overview of Available Benefits as a SUNY Canton employee**.
    - 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 <mark>Affirmative Action rep</mark> 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 strengths and weaknesses for each candidate.
- 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.
- 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 <mark>Hiring Manager</mark> 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 or RF Operations Manager (for RF positions) 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/RF OM 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/RF Operations Manager Review/Action

The <mark>Area VP/Division Head/RF OM</mark> 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 <mark>Hiring Manager</mark> 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.*

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Candidate Declines

If necessary and there are other candidates, the <mark>Hiring Manager</mark> moves to the next approved candidate and will repeat the above process. If all candidates decline, reach out to HR for next steps.

Failed Search

<mark>Hiring Manager</mark> notifies HR.

Step 7
Finalize Search

The <mark>Hiring Manager</mark> will complete the following steps:
- Add the updated C3 form to the original hardcopy Hiring Packet (*held in Step 4*).
- <u>Accepted Offer</u> – Initiate a C2 and add it to the Hiring Packet.
- Send complete hardcopy Hiring Packet to Area Vice President/Division Head/RF Operations Manager for signature on C2.

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