

DRAFT - Recruitment
Discussion Points for Alternatives to Civil Service
February 27, 2013

Recruitment and Selection System – recruiting, screening, referring, and selecting internal and external job candidates for position vacancies

A KSU system would include the following features of our existing process:

1. Specialized qualifications could be developed to fit the specific departmental needs for a job. When a job is open and recruitment is about to begin, HR will review the submitted position description to determine whether reclassification of the position is warranted.
2. HR could authorize “departmental only” searches within larger campus units like colleges or large departments. Advertising would be coordinated through HR as needed with HR providing some general recruitment ads.
3. HR provides a listing of qualified applicants to departments for screening and interviewing, with guidelines provided by HR. HR should monitor applicants for nepotism issues. Basic applicant materials will be provided to recruiting department. Departments notify HR of their selection and would seek authorization from HR to provide a beginning salary level when it exceeds the minimum hiring range.

A KSU system would not include the following feature of our existing process:

- The use of applicant materials defined by the State.
- The necessity of reporting applicants and selections to the State, via the State computing system.

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