



OLD DOMINION UNIVERSITY

University Policy

Policy #6020

RECRUITMENT/SELECTION OF CLASSIFIED AND WAGE EMPLOYEES

Responsible Oversight Executive: Vice President for Human Resources

Date of Current Revision or Creation: October 2, 2009

A. PURPOSE

The purpose of this policy is to provide guidance to hiring supervisors regarding the recruitment and selection procedures for classified and wage positions and to ensure compliance with Federal and State employment policies and regulations.

B. AUTHORITY

[Virginia Code Section 23-9.2:3, as amended](#), grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Commonwealth's Department of Human Resource Management \(DHRM\) Policy 2.05, Equal Employment Opportunity](#)

[Commonwealth's Department of Human Resource Management Policy 2.10, Hiring](#)

[Code of Virginia, Section 2.2-1201\(13\), as amended](#)

[Uniform Guidelines on Employee Selection Procedures, Code of Federal Regulations](#)

C. DEFINITIONS

Budget Unit Director – The University employee on record with the Office of Finance Data Control as having signature authority and financial management responsibility for a specific budget code.

Classified Employee – A salaried employee whose terms and conditions of employment are subject to the [Virginia Personnel Act, Code of Virginia Section 2.2-2900 et seq., as amended](#), and who is employed in a classified position.

Final Candidate – The applicant selected for employment by the hiring supervisor.

Hiring Supervisor – The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate, and discipline employees.

Wage Employee – A non-salaried employee who receives pay for hours worked and is not covered by the provisions of the Virginia Personnel Act. (Wage employees are sometimes referred to as hourly employees.) Wage employees have no guarantee of employment for a particular term or a particular daily or weekly work schedule; they serve at the will of the designated hiring official, and may be terminated at any time.

D. SCOPE

This policy applies to all Budget Unit Directors and hiring supervisors in the recruitment and selection of classified and wage employees.

E. POLICY STATEMENT

This policy provides specific procedures for recruiting vacant wage and classified positions and hiring applicants to fill these positions. Adherence to these procedures ensures consistent recruitment/hiring practices by all departments and compliance with Federal and State policies and regulations.

F. PROCEDURES

1. Budget Unit Directors must request to have positions filled. The University is responsible for actively recruiting underrepresented groups from appropriate sources to obtain qualified employees on a non-discriminating basis for classified and wage positions. Classified positions must be open to the public except for internal recruitments when a sufficient pool of qualified candidates exists. Whether such qualified candidates exist on campus will be determined by the Department of Human Resources and/or Institutional Equity and Diversity. Temporary emergency appointments to wage positions or direct hiring of wage employees require the approval of the Department of Human Resources.
2. Job vacancy postings may be limited to Old Dominion University's current employees (to include classified, wage, faculty, and all categories of student employees including work study students) to provide promotional and career opportunities. The decision to limit the opening should be made in consideration of Old Dominion University's Affirmative Action objectives, availability of qualified applicants, and other factors determined to be consistent with both the University's and the Commonwealth's policies and needs. Prior approval by the Department of Human Resources and the Department of Institutional Equity and Diversity is required.

Positions advertised to the general public are open to the Old Dominion University community. Vacancies are advertised for a minimum of five work days on the State Position Vacancy Listing/Job Posting System (RMS) and on Old Dominion University's the University's on-line Position Action/Performance Evaluation and Recruitment System (PAPERS).

3. The hiring supervisor is responsible for entering selection information into PAPERS for review by the Department of Human Resources. The Department of Human Resources must approve the hiring supervisor's on-line selections for interviews prior to interviews being

scheduled. Either Department of Human Resources staff or the hiring supervisor may schedule the interviews. The hiring supervisor or a selection committee designated by the hiring supervisor and approved by the Department of Human Resources or the Department of Institutional Equity and Diversity conducts the interviews. The interview questions must be job-related and based on the established minimum and preferred knowledge, skills, and abilities listed in the position description.

Use of work samples requires prior approval from the Department of Human Resources because any written samples not formally validated, if challenged, may be determined to violate equal employment law and result in unplanned financial burdens on the University.

4. The hiring supervisor is responsible for conducting reference checks on the candidate selected for employment and forwarding this reference information via a Reference Report Form to the Department of Human Resources before approval will be given for employment of that applicant. Employment (i.e., former supervisors) rather than personal references must be contacted. No supervisor may recommend hiring a candidate until a thorough reference check has been completed.
 - a. Hiring supervisors should contact at least two **employment** references (current or former supervisors) personally prior to making a selection recommendation to the Department of Human Resources. If the applicant is currently employed at Old Dominion University in a different department from the hiring supervisor, the hiring supervisor should contact the applicant's current supervisor (with permission of the applicant) as well as his/her last former supervisor (if applicable). If the applicant is currently employed at Old Dominion University in the same department as the hiring supervisor and the hiring supervisor has personal knowledge of the applicant's qualifications, the hiring supervisor can provide reference information directly to the Department of Human Resources.
 - b. When obtaining employment references, dates of employment, job titles, salary, and major duties listed on the application and/or resumé should always be verified with the current or former supervisor.
 - c. All questions asked must be job-relevant.
 - d. The Department of Human Resources is available to provide further guidance and assistance in the reference checking process.

5. Access to Reference Information by Applicants

Applicants do not have access to their reference information since educational institutions are exempt from this disclosure per State Policy 2.10, Hiring.

Before an offer of employment is made, all interview results must be entered into PAPERS and required signed applications and a Pay Action Form (for classified positions) or E-1 Form (for wage positions) must be completed and submitted to the Department of Human Resources for review. Reference Report Forms must also be provided to the Department of

Human Resources. The Department of Human Resources will then initiate the pre-employment criminal conviction investigation.¹

- a. The candidates complete the State Police's Criminal History Record Request Form or the form for the alternate background check system, both of which are keyed into the appropriate system by staff in the Department of Human Resources. (The alternate system will be used for applicants who have lived outside the Commonwealth of Virginia during the previous seven years.) Employment offers are not made until after the results of the background check have been received.
 - b. Department of Human Resources' staff contact the hiring supervisor with the results of the investigation as soon as they are received. If no convictions are found, an offer of employment is made.
 - c. If convictions are found, the applicant may be asked to provide additional information about the offenses, and the job-relatedness of the convictions will be determined by the Department of Human Resources in consultation with the Budget Unit Director. Failure of the applicant to provide requested documentation may result in his/her removal from further consideration for employment. The decision by the Budget Unit Director to offer employment must be based on the following factors:
 - i. the nature and gravity of the offense or offenses;
 - ii. the time that has passed since the conviction and/or the completion of the sentence;
 - iii. the nature of the job;
 - iv. whether the convictions were disclosed on the application form.
 - d. The Budget Unit Director must submit a written justification of the decision to the Department of Human Resources. If the hiring department's Budget Unit Director and the Director of Human Resources agree on the decision, the approval will be documented and the Department of Human Resources will notify the applicant accordingly. If the hiring department's Budget Unit Director and the Director of Human Resources are in disagreement, the Director of Human Resources will make the final determination in consultation with the appropriate senior administrator and the Vice President for Human Resources.
 - e. A brief note regarding the outcome of a Criminal History Investigation is retained in the position recruitment file. The Criminal History Report itself is destroyed by shredding.
6. Recruitment-related forms and complete procedures are available from the Department of Human Resources.

¹ The ODU Police Department conducts its own criminal conviction investigation of applicants for Security Officer and Law Enforcement Officer positions, which includes a fingerprint-based criminal history report. In addition, the Department of Communication Disorders and Special Education conducts its own criminal conviction investigation of applicants for positions working with children in the Child Study Center or Child Care Center, which includes a sexual assault/molestation criminal history report. Other University activities and programs may require criminal conviction background checks, as required by law.

7. Recruitment, hiring, interview, and selection records are retained for three years and then destroyed in compliance with the Commonwealth's Records Retention and Disposition Schedule. This includes records the hiring supervisor must maintain such as the interview questions, notes regarding the responses, and any other interview notes.

G. RESPONSIBLE OFFICER

Human Resources Operations Manager

H. RELATED INFORMATION

[Commonwealth's Department of Human Resource Management Policy 1.60, Standards of Conduct](#)

[Department of Human Resources Recruitment Web Site, Hiring Guide Document](#)

[University Policy 3700 – Records Management Program](#)

[University Policy 6130 – Emergency Employment](#)

[Department of Human Resources Recruitment Web Site](#)