HR Forum

Ensuring Your Competitive Hiring Process is Audit Ready

February 14, 2019
HR Updates

Employee & Labor Relations

USPS Performance Evaluations

• USPS evaluations are due on March 1, 2019.
• Online training guides: www.hr.fsu.edu/eperformancetraining
• ELR Main Line: (850) 644-6475
Sick Leave Pool

- Sick Leave Pool Open Enrollment will close on **Friday, February 22, 2019** and late applications will not be accepted. Applications may be sent directly to Anna Capenos at acapenos@fsu.edu. Additional information is available on the [HR website](http://www.fsu.edu).
HR Updates

Employment & Recruitment Services

Smart Onboarding Reminders

• Continue to partner with your recruiter on Smart Onboarding (how to look up the status of candidates, any questions, difficulty logging in, etc.).
• Timelines of process depends on candidate’s response.
• Continue to communicate with assigned approvers during the appointment process.
• Ensure all job offers are submitted 2 weeks out from anticipated start dates.
HR Updates

Employment & Recruitment Services

Upcoming Training Opportunities

• OMNI eRecruit Training: March 7th
• Express Pool Hiring 101: March 8th
• Smart Onboarding Training: March 11th
• Finding the Right Candidate: April 3rd
• Background Check: Now available online!
Ensuring Your Competitive Hiring Process is Audit Ready

Michelle Douglas

Director, Equal Opportunity & Compliance
What is an Audit?

**noun**

• aud·it |ˈȯ-dət|

**Definition of audit**

1: a formal examination of an organization's or individual’s accounts or financial situation.

2: a methodical examination and review.
Is FSU being audited?

• Yes, we are!
Office of Federal Contract Compliance Programs (OFCCP)

**OFCCP’s Enforcement Procedures**

- Offers compliance assistance to federal contractors and subcontractors to help them understand the regulatory requirements and review process.
- Conducts compliance evaluations and complaint investigations of federal contractors and subcontractors’ personnel policies and procedures.
- Recommends enforcement actions to the Solicitor of Labor.
- The ultimate sanction for violations is debarment – the loss of a company’s federal contracts.
Office of Federal Contract Compliance Programs (OFCCP)

The OFCCP notified FSU of a **Compliance Evaluation** of the Main Campus in February 2018.

• Desk Audit: In Process
• On-Site Audit: Next Step
Departmental Roles & Responsibility

• Recruiting the highest caliber of talent possible is the primary goal of any search. By hiring the best staff members, hiring teams have a direct impact on FSU’s future as we strive to become a top 25 institution.

• When you participate in the hiring process, it is crucial to remember that you are acting as an agent of the University. This means that your actions are subject to legal scrutiny and employment laws.

• Hiring team actions can expose FSU to litigation. Everyone involved in a search must be familiar with the legal requirements for hiring practices. Uninformed mistakes can have legal and financial repercussions.
Competitive Hiring Process

• Any process that involves the hiring of a new employee, a promotion, or transfer, where you advertised the position and applicants competed for the opening.

• Most of the searches conducted at FSU follow the Competitive Hiring Process model.
FSU Search Process

1. Approval to Start Search

2. Establish Hiring Team

3. Post Advertisement

4. Review Applications

5. Interviews

6. Reference & Credential Check

7. Hiring Recommendation

8. Offer

9. Welcome New Colleague
Competitive Hiring Process

1. Reviewing Position Descriptions or Assignment of Responsibilities (AOR)
2. Advertising
3. Reviewing Applications
4. Interviewing
5. Negotiating
6. Documentation
Competitive Hiring Process

What documentation do I need to maintain?

EVERYTHING!

And everything must be business related.
Recordkeeping

• Generally, search records must be kept for 4 years following a search.

• If a foreign national is hired, the records must be kept for 5 years, based on Department of Labor requirements.

• The hiring team lead is responsible for ensuring that all records regarding the search are properly retained. These records are maintained in the hiring department for a minimum of 4 years and should be available for public record requests.
Recordkeeping: What Do We Retain?

- Information on recruitment efforts, including external advertisements, vacancy announcements, and records of contacts (direct, phone, email, and letter).

- All applications received and considered for the position, including copies with any notations made by hiring team members (personal notes need not be included, unless shared with other members of the hiring team).

- An applicant log confirming method of equal opportunity employment data solicitation for each applicant (only if the initial search was completed outside of the OMNI HR recruitment system, such as with a search firm).

- A list of qualified applicants considered by the hiring department/unit.

- A list of applicants/interviewees eliminated from consideration who were determined not to be qualified, or as qualified as the final candidate, with reasons (OMNI HR disposition codes).
Recordkeeping: *What Do We Retain?*

- Checklists or ranking metrics used and any minutes relating to hiring deliberations and the rationale for applicant recommendations.
- A list of applicants who were selected for an interview and those who were recommended to the hiring authority.
- A list of the interview questions and all responses/notations captured by hiring team members.
- Applicant interview schedule or agenda, if applicable.
- Documentation that applicants not selected for an interview were notified of their status within 14 days of a hiring decision being made (confirmation of sent regret letters).
- Hiring paperwork packet, including the AA-186 form (where required).
Document Maintenance: Position Descriptions

• Ensure that the Position Description or Assignment of Responsibilities (AOR) is accurate.

• When changes need to occur, document what duties are changing and why.

• Review essential functions and remove unnecessary requirements to ensure you get a diverse applicant pool.
Document Maintenance: Advertising

- Pre-Screening Questions
  - Maintained in OMNI
- Review Placement Goals
  - Targeted Recruitment
  - EEO Tagline
  - Maintain copy of advertisements
Document Maintenance: Applicant Review & Interviews

• Use disposition codes consistently.

• Make notes on what your disposition codes mean relative to your process.

• Save all correspondence regarding applicants, but make sure it’s ALWAYS related to the job.

• Save all interview notes, work samples, scoring sheets, e-binders, documentation provided at the time of interview.

• Print out applications, resumes, and curriculum vitae
  – If you take notes on these documents, you must save them.
Document Maintenance: Salary Negotiations/Benefits

• Salary justifications
  – Document based on knowledge, skills, and abilities.

• Document conversations with applicant regarding negotiations – e.g. moving expenses, sign-on bonus, etc.

• For more information, view Policy 4-OP-C-7-D: Hiring and Compensation.

• For additional resources, contact HR Compensation Services.
Final Thoughts

• The OFCCP will be looking at your documentation and may interview you, committee members, and others involved in the process (including applicants) regarding your hiring selection process.

Are you audit ready? Access Online Search Committee Training here.
Questions?
Up Next

Spring Department Representative Meeting
Wednesday, March 13 (8:30 a.m. – 11:00 a.m.)
College of Medicine Auditorium
# One-on-One Questions

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