

Procedures For Filling an Open Staff Position

1. Complete and route an Employment Status Form (Removal) if an individual is vacating the position.
2. Complete a Staff Position Vacancy Form. If you have questions about the proper hiring range for the position pursuant to the Drake Staff Compensation Program, contact Gary Johnson by email (gary.johnson@drake.edu) or by calling 271-4804. No offers outside of the established hiring range is allowed, unless approved by Human Resources.
3. Update the electronic job description, print and attach a copy to the Position Vacancy form and route for signatures. Send an email to Marlene Heuertz (marlene.heuertz@drake.edu) and Laura Schwarz (laura.schwarz@drake.edu) in Human Resources and attach the updated job description. This is what will be used for posting this position on the Human Resources Employment Opportunities website. The position will be posted when the approved Position Vacancy form is received in Human Resources.
4. If the position has been posted for two weeks and the department wishes to advertise the position in *The Des Moines Register's* classified section, the department will create the ad copy as a Word document, identify the department Banner account number that ad charges should be JVD to and send as an email attachment to Marlene Heuertz and Laura Schwarz. For non-grant positions, Human Resources will provide the first \$300 for the ad and the department will be responsible for the balance. If a department wishes to place an ad prior to the end of the required two-week posting period, the department will be responsible for the entire cost of the ad.
5. The hiring department will review candidate applications, set up interviews, select the final candidate and make a verbal offer. However, if the department wishes to have a Human Resources representative participate in the process, we are available to do so. Human Resources is also available to come speak to those involved in the hiring process about interviewing "best practice". To arrange such a meeting, contact Venessa Macro at 271-3962 or Gary Johnson at 271-4804.
6. Before an offer is extended, make sure you are aware of the compensation guidelines applicable to the position. A full set of compensation guidelines is available on the Human Resources web page. Compensation questions should be directed to Gary Johnson.

7. Once a verbal offer has been extended and accepted, the department will notify Human Resources immediately and provide information to generate the offer letter by completing a New Hire Information Form and fax the completed form to Human Resources at 271-4546. Offer letter information must be provided to HR no later than five (5) business days before the employee's first day of work.
8. Human Resources will generate the Offer Letter and mail it to the new employee and will contact them to make arrangements for them to come to campus, prior to their first day of employment, to complete the I9, W4 and other employment paperwork.