

## EO Tips and Reminders

- The search committee should be involved in determining:
  1. the minimum and preferred qualifications stated in the posting,
  2. the required attachments stated in the posting,
  3. the special instructions stated in the posting, and
  4. recruitment sources.
- The search committee should read the PeopleAdmin posting prior to reviewing the applicant pool.
- Treat all applicants the same. Be fair and consistent throughout the review process.
- EO review and approval of applicants is required **before** any interviews take place.
- For “open until filled” positions, remember to return the posting to EO if there are any applicants “under review by search committee” that EO has not approved.
- Hiring committees should review applicants based on minimum qualifications, not preferred qualifications; however, required and preferred qualifications may be considered in determining which applicants to interview.
- Hiring policy training is required per HRPP 04:05. Contact HR or EO prior to beginning the search process to receive training.
- CTA Positions:
  - If there are five or fewer applicants, all will be interviewed (CTA Contract 16.1.1(2)).
  - If there are more than five applicants, the five most senior CTA members that meet minimum qualifications will be interviewed in addition to any other applicants selected by the supervisor for interview (CTA Contract 16.1.1(2)).
- For internal postings only, verify current employment at Ferris.
- The goal of all search committees is to recruit a large, diverse applicant pool, and recommend the hiring of the most qualified applicant (HRPP 04:05 II(A)); therefore, interview an adequate number of applicants to achieve this goal.
- In order to be considered for employment at Ferris State University, the applicant must satisfy the following requirements:
  1. Must possess the minimum requirements stated in the posting pertaining to education, work experience, and if applicable license/certification.
  2. Must submit all required attachments and follow the special instructions stated in the posting.
  3. Must provide evidence of all minimum requirements in the documents they submit.
- Non-selection reasons must be identified by the search committee and EO for all applicants that did not meet minimum requirements and all applicants that did meet minimum requirements, but were not selected for interview. Identify all applicable codes.
- Applicants that fail to submit all the required attachments and follow the special instructions in the posting may be disqualified do to incomplete application package. The committee may choose to reach out to the applicants to obtain the additional information in order to move the applicant forward, contact HR if you are considering this action.
- An applicant that submits an unofficial transcript that does not contain the applicant’s name, degree awarded, and date conferred does not meet minimum qualifications. The committee may choose to reach out to the applicants to obtain the additional information in order to move the applicant forward, contact HR if you are considering this action.