



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Recruitment and Hiring Policy

VOLUME, SECTION & NUMBER:

ENTITIES AFFECTED:

**Faculty
Staff**

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Office of the President

EFFECTIVE DATE:

July 8, 2024

REVISED FROM:

2013 Human Resources Policy Manual

POLICY STATEMENT:

Kentucky State University (KSU) consistently seeks to employ individuals with the requisite skills for a given position. Selection decisions will therefore be based solely on job-related criteria. Employment is offered based upon the job-related qualifications of applicants for employment using fair and valid selection criteria and upon satisfactory completion of all relevant reference checking, pre-employment background checking, credentials verification, and verification of eligibility to work in the United States.

RECRUITMENT POSTING PERIOD:

Open positions must be publicly posted for a minimum of five (5) business days. However, in no case shall a posting close on a day on which the Office of Human Resources (HR) is closed for business.

The opening and closing dates are included on each job posting. Only applications received on or before 11:59 p.m. ET on a posting's closing date shall be considered. No employment offer or other commitment may be extended to a candidate prior to the end of the posting period.

A department may request to extend the posting period as needed by contacting HR. Extensions to posting periods must be for at least three (3) business days.

The maximum posting period for a position is six (6) months from the date of the initial posting, and this maximum posting period includes initial recruitment processes and extensions.

TRANSFER OPPORTUNITIES:

To promote career advancement and to fill job openings with individuals who possess the best available skills, permanent full-time or part-time employees are eligible to seek a transfer to another department or to another position within their current department.

The employee must have successfully completed his or her 90-day introductory period and must have served in his or her current position for at least six (6) months before applying for a position change. An employee seeking a transfer is encouraged to notify his or her supervisor before he or she submits an application, but such notification is not required.

Upon the advance approval of their supervisors, permanent full-time or part-time employees may consider time spent in an interview for a KSU position (including travel time, if necessary) as work time. Alternatively, employees may request vacation leave, use other available paid time off, or request a flexible work schedule in accordance with department procedures.

INTERVIEWS:

HR will screen all applications for a particular role and disqualify any applicants who do not meet the minimum qualifications of the job description. The applications of qualified candidates will then be forwarded to the hiring supervisor.

Hiring supervisors must form a hiring committee prior to evaluating applications and scheduling interviews with candidates. Hiring committees must be composed of at least five (5) KSU employees. Committees must consist of at least one (1) faculty member and one (1) staff member, as well as at least one (1) employee who is not a member of the hiring supervisor's department.

After reviewing the resumes or curricula vitae of all candidates who properly submitted an application for a position, the hiring committee must select the most qualified candidates and offer them interviews. Although there is not a minimum number of candidates a hiring committee must interview, it is strongly recommended that a committee interviews at least three (3) candidates before making a hiring decision.

REFERENCE CHECKS:

Hiring supervisors are required to complete reference checks on a selected candidate prior to recommendation of employment. Although there is not a minimum number of reference checks hiring supervisors are required to conduct, it's strongly suggested that supervisors conduct at least 3 checks. A candidate's signed application authorizes KSU to request information pertinent to his or her work experience, education, and training.

BACKGROUND CHECKS:

Prior to employment, selected candidates must satisfactorily complete a background check conducted through HR.

CREDENTIAL CHECKS:

Various state laws and regulations may require the verification of certain education and professional credentials. These requirements further require appropriate action, up to and including termination of employment for falsification of qualification statements.

HR is responsible for conducting most of the legally required credentials verifications and is required to complete such verifications within 90 days of the employee's start date.

The following credentials must be verified:

- The highest post-secondary degree, diploma, or certificate listed on the selected candidate's application for employment; and
- Any professional license, registration, or certification indicated on the selected candidate's application for employment.

When a permanent employee transfers from one KSU department to another, credentials that have already been verified and documented in his or her personnel file do not have to be verified again.

If a selected candidate's highest post-secondary degree is a foreign degree, the hiring department is responsible for verifying it. The hiring department must submit documentation (e.g., certified transcripts, employee-provided proofs of degrees, etc.) of any foreign-degree verification to HR as part of the background check process. Such documentation should be produced during the hiring process; however, it must be produced within 90 days of the selected candidate's start date.

Applicants who have obtained their education outside of the United States and its territories must have their academic degrees validated as being equivalent to the baccalaureate, master's, or doctoral degrees confirmed by regionally accredited colleges or universities in the United States.

FALSIFICATION OF CREDENTIALS:

Upon the discovery that an applicant or employee has provided false or misleading information—or omitted information related to education and professional credentials—the hiring supervisor must work with HR to determine the appropriate disciplinary action.

When falsified credentials are discovered prior to employment or transfer, the applicant must be disqualified from further consideration.

If falsified credentials are discovered after employment or transfer, the following will apply:

- Confirmed falsification of credentials required for a position will result in the immediate dismissal of the employee.

- Confirmed falsification of other credentials will result in dismissal, demotion, reduction in pay, or a written warning.

In determining the appropriate disciplinary action, consideration must be given to the sensitivity of an employee's position, the effect of the false information on the hiring decision, the advantage gained over other applicants, and the effect of the false information on starting salary.

Confirmed falsification may also result in criminal charges.

RELATED POLICIES:

Background Checks Policy

Introductory Period Policy

Promotion and Transfer Policy
