

## **UAM OPERATING PROCEDURE 220.1**

### **AFFIRMATIVE ACTION HIRING PROCEDURES**

The University of Arkansas at Monticello is committed to the principle of equal employment opportunity. The following processes constitute affirmative hiring procedures for all full-time positions as well as extra help positions on the UAM campus and both College of Technology campuses:

1. Hiring managers must create a job requisition in Workday for any vacant position under their supervisory organization. If replacing an employee, you will use the same position number as the previous employee; however, if adding a new position, please contact Human Relations to determine if a new position should be created. The hiring manager must include the title of the position, the target hire date, the essential job functions of the position, salary, cost center, and advertising preference (internal and/or external). The date for first consideration will be at least seven (7) days from the date of the first announcement of the opening.
2. Hiring managers may choose to promote from on-campus personnel (non-faculty) within their department to fill a vacancy. In this case, the job requisition process is not required. A PAF must be submitted, and a background check performed.
3. Hiring managers may choose to advertise for internal applicants only before considering external applicants. When completing the job requisition, managers will select “internal only”. If a desirable candidate is not selected through the internal process, the hiring manager will contact the Human Relations Officer to expand the search to external candidates.
4. Vacancy notification methods which will be used are as follows:
  - a. All affirmative action advertising costs are paid from funds earmarked for this purpose in the human relations budget. Advertising for provisional positions will be charged to the respective grant.
  - b. Advertisements will be placed in applicable regional and national papers and professional journals if needed. The hiring manager must contact the Human Relations Officer to indicate where the advertisement should be placed.
  - c. Most faculty positions are advertised in The Chronicle of Higher Education, [www.higheredjobs.com](http://www.higheredjobs.com), and the Democrat Gazette for a maximum cost of \$850.00. Publications can be substituted for any of these, not to exceed the established maximum cost.
  - d. No re-advertisements will be allowed until the current advertisement has expired.
  - e. Re-advertisement costs more than the \$850.00 maximum cost will be charged to the department advertising.

- f. Advertisements may be placed in free online publications once the advertisement has been sent to the UAM netlist. The advertisement must match the netlist advertisement or reference the UAM Jobs webpage ([www.uamont.edu/jobs](http://www.uamont.edu/jobs)).
  - g. The hiring manager responsible for hiring (search committee if applicable), will be required to use at least three recruitment activities within their respective discipline or field that targets diverse populations. Utilizing low/no cost activities such as email listservs, professional contacts and organizations are recommended. The list of activities utilized must be included in the Affirmative Action Report.
  - h. All advertisements will be placed on the internal Workday site as well as the external UA System site, unless “internal only” is chosen on the job requisition. Notification will be emailed to the netlist and/or student list.
5. All applicants must apply in the Workday system.
  6. If a search committee is used in the selection process, there should be minority representation on the committee.
  7. All costs for interviewing a candidate are paid from funds earmarked for this purpose in the human relations budget. Normally, all candidates brought to campus for an interview will be reimbursed for actual expenses according to university travel regulations and restrictions. Detailed receipts are required.
  8. When the final candidate has been selected, the hiring manager will move the candidate to the offer stage in Workday. Once the offer is accepted, the hiring manager will move the candidate to the background check stage. Background checks are also required for on-campus promotions. Once you have been notified by the Human Resources Office or the Human Relations Officer that the candidate is viable for employment, complete the PAF, which is now a Dynamic Form located under IT Resources on the UAM webpage.

The successful candidate is not allowed to begin work until the background check is complete and the PAF has been processed. Failure to do so may result in non-payment of the employee until the required paperwork is completed.

All new employees will be required to complete an Employment Eligibility Verification Form (Form I-9) on or before their first day of work. They must present original identification documents that verify eligibility to work in this country to the Human Resources Office. If an employee is not able to come to the Monticello campus, an I-9 Form and Authorized Representative Form will be sent to them. After the employee completes section 1 of the I-9 form, the authorized representative will need to complete section 2 of the I-9 form, make copies of each document used for verification, then sign and date both forms. The employee will be responsible for returning both forms and documents to the Human Resources office. This information should be completed and submitted before the university can release a paycheck.

WORK STUDY POSITIONS:

- A. Hiring managers must complete “start a job requisition” in Workday for a work study opening.
- B. All applicants must apply in the Workday system.
- C. Vacancy notification methods which will be used are as follows:
  - 1. All advertisements will be placed on the internal Workday site. Notification will be emailed to the student list.
  - 2. The advertisement will be listed on the UAM Employment website [www.uamont.edu/jobs](http://www.uamont.edu/jobs).

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