

**Recruitment and Selection of Classified Positions**

**NOTE:** The website URL for **Workday reference guides** that are referenced in this section is:  
<https://confluence.esg.wsu.edu/display/WKB/Workday>

**OVERVIEW**

Washington State University is committed to the recruitment, development, and retention of its employees. The University follows state regulations regarding the recruitment and selection of applicants for classified positions. See *Washington Administrative Code (WAC)* Chapter 357-16.

Prior to requesting recruitment for a position, the department considers and approves the budget, position allocation, position function (including a current position description and performance expectations), staffing level implications, and salary. See *BPPM* 30.07 and 60.02.

**Classified Positions**

For the purposes of this procedure, civil service positions and positions covered by bargaining unit agreements are referred to collectively as classified positions.

**Collective Bargaining Unit Positions**

When recruiting for a position covered under a collective bargaining agreement, refer to the appropriate agreement regarding promotional procedures. See the Employees—Labor Relations area of the Human Resource Services (HRS) website at:

[hrs.wsu.edu/](https://hrs.wsu.edu/)

**Employing Official**

The employing official is the administrative or supervisory employee designated by the appointing authority to exercise responsibility for requesting certification, interviewing eligible applicants and recommending appointment of individuals to classified positions. (*WAC* 357-01-150) See *BPPM* 60.10.

**Administration**

WSU Pullman HRS is responsible for overseeing all recruitment activities for classified positions at all WSU locations systemwide.

The University's designated Personnel Officer is the administrator who oversees HRS. (See *RCW* 41.06.510.)

**Promotional Applicants**

A promotional applicant is an applicant who, at the time of application, is a current classified employee and meets the competencies and requirements of the position for which the individual is applying. The position applied to is at a higher salary range maximum than the employee's current position.

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### **RETIREES**

It is a violation of state law to have a preretirement written or oral agreement to reemploy a Department of Retirement Systems (DRS) retiree. NOTE: A mere expression or inquiry about postretirement employment by an employer or employee that does not constitute a commitment to reemploy the employee after retirement is not considered an agreement.

A DRS or Washington State University Retirement Plan (WSURP) retiree must be hired in accordance with the procedures in this section (60.18). The hiring department must document a justifiable need to hire a retiree into the classified position, and the appointing authority and HRS must pre-approve the retiree's hire prior to an offer being made.

State law limits the number of hours a DRS retirement plan retiree can work in a position that is eligible for a DRS retirement plan. DRS retirement plans include:

- PERS (Public Employees Retirement System)
- LEOFF (Law Enforcement Officers and Firefighters)
- TRS (Teachers Retirement System) plans.

For more information, contact HRS; telephone 509-335-4521; or select the **Working after retirement** link on the DRS Retirees website at:

[drs.wa.gov/retiree/](http://drs.wa.gov/retiree/)

### **OPEN COMPETITIVE RECRUITMENT**

WSU is an equal opportunity employer committed to eliminating barriers to employment and improving opportunities available to individuals in protected classes, particularly where there is underutilization. The University makes good faith efforts consistent with state and federal laws to meet this goal.

One method used to achieve this goal is open recruitment. However, exceptional circumstances may justify foregoing the open competitive recruitment process. (See [Exceptions to Open Recruitment.](#))

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### **RECRUITMENT PROCESS**

#### **Prior to Recruitment**

##### **Search Committees**

HRS encourages the use of search committees for the process of evaluating, screening, interviewing and recommend hiring. Resources for the HR Partner/Recruiter and search committee are available at the Staff Recruitment ToolKit website:

[hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/](https://hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/)

##### **Security Groups**

The following security groups use Workday Recruit to conduct recruitments.

##### *HR Partner/ Recruiter/ Manager*

This security group has department-level scope and typically includes the employing official and search support for the department (see [Employing Official](#)).

##### *Appointing Authority*

The appointing authority user group has designated area/college-level scope and includes individuals delegated as appointing authorities in accordance with *BPPM* 60.10.

##### **Position Description and Performance Expectations**

Position descriptions and performance expectations are required for all classified positions.

Prior to recruiting a classified position, the department must review the position description in OPDRS for accuracy and update the position description and performance expectations as needed.

HRS must complete the position review as outlined in *BPPM* 60.02 before an online job posting is added to the WSU jobs website:

[hrs.wsu.edu/jobs/](https://hrs.wsu.edu/jobs/)

##### **Coordinate with HRS**

Prior to submitting an online job requisition and posting of the evergreen requisition, the HR Partner/Recruiter coordinates the recruitment process with HRS. If the department needs to fill a difficult position or intends to conduct a national search, the HR Partner/Recruiter and HRS consider the competencies and requirements of the particular position in order to ensure the most effective, efficient, and useful method of recruitment for the position. Screening methods may be determined based on the HRS analysis of the position.

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### **Create a Job Posting**

Recruitment requests for all classified positions are processed through Workday Recruit for posting on the WSU jobs website. (See the Workday Create and Close a Position reference guide.)

All classified position openings must be posted for a minimum of five business days.

When recruiting for a position covered under a collective bargaining agreement, refer to the appropriate agreement regarding posting timeframes.

### **Referral of Applicants for Consideration**

When the job posting has closed, the pool of applicants is automatically be released to the department for review in accordance with *WAC 357-16-130*. The HR Partner/Recruiter in coordination with the search committee chair, determines how and when the search committee receives applications. Search committees may receive the application materials when the position closes.

If the number of applicants exceeds the needs of the hiring department, HRS may screen applicants for minimum requirements upon request.

HRS must refer eligible veterans, their surviving spouses, or registered domestic partners, or spouses or registered domestic partners of honorably discharged veterans who have a service connected permanent and total disability to the HR Partner/Recruiter for consideration, in accordance with *WAC 357-16-110*.

### **Disqualification**

HRS may disqualify an individual from consideration for employment at any time for good and sufficient reasons. HRS removes the individual's name from an applicant pool for a class or all classes in an occupational category/class series. (*WAC 357-16-155*)

HRS notifies the applicant in writing if they are removed from an applicant pool. (*WAC 357-16-160*) The written notice specifies the reason for the removal and the right to request a review of the removal under the provisions of *WAC 357-16-170*, *WAC 357-16-175*, and *WAC 357-16-180*.

### **Review of Removal**

An applicant may request a review of the removal from the applicant pool by HRS. Such a request must be made in writing and submitted to HRS within twenty calendar days following the notice of the action for which the review is requested.

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Review of Removal (cont.) An appropriate HRS representative not involved in the action under review conducts the review. The HRS representative provides the review decision in writing to the applicant. Review decisions are final and not subject to further review or appeal.

Affirmative Action To increase the representation of persons with disabilities, Vietnam-era veterans, disabled veterans, and persons age 40 and over, HRS may screen these individuals for placement in eligible applicant pools. (*WAC 357-16-030, WAC 357-16-135*) This affirmative action tool is used only when a goal exists for the specific affected group, in accordance with *WAC 357-25-055*.

Promotional Applicants HRS may refer promotional applicants to the hiring department prior to open-competitive (non-WSU employee) applicants or along with open-competitive applicants, as determined by the recruitment strategy.

Eligible Laid-Off Applicants HRS refers eligible laid-off and promotional applicants, in accordance with *WAC 357-16-130*, who satisfy the competencies and other requirements of the position to the HR Partner/Recruiter for consideration before other applicants. HRS then refers other available eligible candidates.

**INTERVIEW**

The HR Partner/Recruiter and/or search committee reviews and considers the applicants for the position. Prior to scheduling screening interviews or on-campus interview, the HR Partner/Recruiter submits a request to HRS through Workday for approval to interview the selected applicants. HRS reviews the selected applicants and changes the status in Workday Recruit for those applicants that are approved to proceed to the interview phase.

The HR Partner/Recruiter and/or search committee chair is responsible for ensuring that the recruitment process is fair and objective.

HR Partners/Recruiters and/or search committees should review the preemployment inquiry guidelines in *BPPM 60.08* when developing questions for applicant interviews.

The department is to maintain all recruitment documents (e.g., interview questions, notes) in accordance with approved records retention schedules (see *BPPM 90.01*).

**Update Applicant Status Online**

The HR Partner/Recruiter is responsible for updating the current status of each applicant in Workday Recruit, as each applicant moves through the recruitment process.

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### **REFERENCE CHECKS**

The Primary Recruiting Coordinator schedules and/or contacts the candidate's professional references for the Search Committee Chair or HR Partner/Recruiter to conduct the reference check.

Reference checks are conducted outside the Workday system. The HR Partner/Recruiter and/or the search committee is responsible for investigating or verifying the following information provided by the applicant:

- Application
- Work history
- Education
- Qualifications
- Experience
- References

The search committee chair, the position's supervisor, or the appointing authority may examine personnel files of applicants who are currently or formerly employed by WSU and are under consideration for the position vacancy (see *BPPM 90.07*). Contact HRS to arrange to view the personnel file of any such applicants.

### **SELECTION**

The HR Partner/Recruiter and/or search committee identifies the top candidates who best meet the requested competencies to refer to the appointing authority. The HR Partner/Recruiter submits a request to HRS through Workday Recruit for approval to extend the offer to the final applicant.

HRS reviews the request to offer and approves the request in Workday Recruit when the job offer may be extended to the applicant.

The HR Partner/Recruiter is responsible for ensuring that the status of all applicants is updated accurately in Workday Recruit.

### **Sexual Misconduct**

Prior to an offer of employment, WSU must comply with *RCW 28B.112.080*. To comply with this law, hiring departments may not make an offer of employment until approved by HRS.

If hiring an applicant outside of Workday, departments are to contact their HRS Service Team prior to extending an offer.

### **Offer Above Minimum Step**

The HR Partner/Recruiter must submit justification to the area/college's appointing authority in Workday Recruit to request approval to offer a salary that is above the minimum step. The HR Partner/Recruiter must receive approval from the appointing

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<b>Offer Above (cont.)</b>	authority <i>and</i> HRS prior to making the offer at a higher salary to the applicant.
<b>Update Applicant Status Online</b>	When the selected applicant accepts the offer, the HR Partner/ Recruiter updates Workday Recruit indicating the acceptance.
<b>Offer Letters</b>	Upon receipt of appointing authority and HRS approval, the HR Partner/Recruiter sends the final candidate their offer letter for review and approval through Workday.
Records Retention	HRS has access to the offer letter in the Workday system. HRS retains the letters of offer and acceptance and copies of the resume and cover letter in the employee's personnel folder in accordance with University records retention requirements (see <i>BPPM</i> 90.01).

**EXCEPTIONS TO OPEN RECRUITMENT**

<b>Exceptional Circumstances</b>	<p>An appointing authority may submit a request to HRS for a direct appointment without recruitment for a civil service position or a project civil service position (see <i>BPPM</i> 60.23) in any of the following cases:</p> <ul style="list-style-type: none"> <li>• A partner or spouse accommodation may assist the recruitment of a qualified job applicant or the retention of a permanent employee (see <i>BPPM</i> 60.15). The applicant must meet the position requirements.</li> <li>• A position requires a high level of expertise in a specialty area and the department has a unique opportunity to hire a highly-qualified individual with the expertise to fill the position. The applicant must meet the position requirements.</li> <li>• A department reorganizes or has an operational need to ensure that necessary work is uninterrupted. In such cases, the department may reclassify or promote a permanent employee in their current position and/or reassign the employee to a new position with different duties and responsibilities. The employee must meet the position requirements.</li> <li>• A department has an organizational need to fill a vacant position. In such cases the department may place a permanent employee in a temporary/interim appointment with a fixed end date. The employee must meet the position requirements.</li> </ul>
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The appointing authority may later submit a request to HRS to permanently appoint the employee to the position without a search.

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### **Exceptional Circumstances (cont.)**

The request must be accompanied by a written explanation of why an open competitive search is not feasible or appropriate for the appointment.

### **Submitting Request for Direct Appointment**

To request direct appointment of an applicant to a civil service position, the appointing authority submits the following to HRS for approval through OPDRS:

- Updated position description (see *BPPM* 60.02)
- Proposed salary (see *BPPM* 60.02)
- Performance expectations (see *BPPM* 60.02)
- Organization chart showing the position's relationship to other positions in the department (see *BPPM* 60.02)
- Employee/applicant resume
- Justification to appoint without a formal search

See also the requirement to comply with *RCW* 28B.112.080 under [Sexual Misconduct](#).

NOTE: Departmental personnel must indicate "Direct Appointment" in the Posting Details area of OPDRS.

The University's Personnel Officer reviews the request and notifies the appointing authority of approval or denial of the request. If approved, the individual is directly hired into Workday. The process does not go through Workday Recruiting.

See [Exceptional Circumstances](#) regarding selection request review and approval.

### **NOTIFICATION TO APPLICANTS**

HRS recommends that the HR Partner/Recruiter send a letter or e-mail to each finalist who was invited to interview for the position, or to each applicant if desired, regarding application status. E-mail templates are available and may be sent through Workday Recruit. Sample letters are also available from the HRS Staff Recruitment Toolkit website at:

[hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/](https://hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/)

The HR Partner/Recruiter must send a letter signed by the appointing authority or designee confirming the appointment to the applicant who has been extended an offer of employment. Sample hire letters are available from the Staff Recruitment ToolKit website.

### **APPOINTMENT**

For classified employees, the effective date is the day the employee begins work.

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**Transfer from Within WSU  
or Other State Employer**

Transfer annual leave and sick leave for an employee changing positions within WSU, or from a state agency or other state institution of higher education in the state of Washington.

Obtain any Time Report or Leave Report file from the employee's former employing department if the applicant selected is a current WSU employee. If the selected applicant is a former employee reappointed within three years of separation, obtain the file from HRS.

**Foreign Worker Disclosure  
Statement**

The University must provide a disclosure statement to each worker who is a non-U.S. citizen and who comes to the state of Washington based upon an offer of employment. (*RCW* 19.320) See *BPPM* 60.05 for instructions.

**RETENTION OF  
RECRUITMENT  
DOCUMENTS**

The hiring department is to maintain all employee recruitment documents (i.e., search materials and references) in accordance with the University records retention schedule (see *BPPM* 90.01).

**NEW EMPLOYEE  
ORIENTATION**

New employees are to enroll in new employee and benefits orientation classes. Enrollment information is available on the HRS website at:

[hrs.wsu.edu/training/neo/](https://hrs.wsu.edu/training/neo/)

**New Supervisor/  
Manager**

New supervisors and/or managers are encouraged to enroll in supervisory and enhanced supervisory training. Enrollment information is available from the HRS website at:

[hrs.wsu.edu/learning-program/supervisor-training-series/](https://hrs.wsu.edu/learning-program/supervisor-training-series/)

**Other Applicable  
Policies and Procedures**

See also *BPPM* 60.71 and 60.72.