



## Hiring Guidelines at SUNY Geneseo

The following guidelines will ensure compliance with the Affirmative Action policy of the Research Foundation of State University of New York. Please contact the SUNY Geneseo Human Resources Office if questions exist regarding these procedures.

1. Job Description

A job description must be prepared for all Research Foundation positions. The description shall include a summary of the tasks and duties for the position as well as the education and experience required. Job descriptions will be required as part of the hiring request and will remain on file in the Human Resources Office. Project Directors may use the Job Description Form to document this information. An updated job description is required for all positions.

2. Posting and Advertising

All Research Foundation positions must be posted in conjunction with the search procedures as defined in the next section.

a. Posting process: vacant positions must be posted for at least two (2) weeks. Project Directors may use the template **Vacancy Announcement form** located in the Appendix to communicate open positions. Vacancy announcements and advertisements should include a closing date and an explanation on how to apply for the position.

b. Advertisements must include the following language:

“The SUNY Research Foundation is an affirmative action/equal opportunity employer. Minorities, women and persons with disabilities are encouraged to apply”

**SAMPLE ADVERTISEMENT**

**State University of New York At Geneseo  
The Research Foundation  
Title of Position**

Body of the advertisement should list the general duties, responsibilities, and required qualifications.

Salary rate is xxx. Letters of interest will be accepted through “date”. Send letter of interest with resume, names, addresses, and telephone numbers of at least three references to:

**Project Director  
SUNY Geneseo  
The Research Foundation of State University of New York  
Address  
Address**

The SUNY Research Foundation is an affirmative action/equal opportunity employer. Minorities, women and persons with disabilities are encouraged to apply

### 3. Searches

#### a. Full-time positions

As a minimum, a search for a full-time position shall consist of an advertisement in a publication that reaches the Rochester regional area (i.e. Democrat and Chronicle, Careerbuilder, WNY Jobs and area Penny savers)

#### b. Part-time positions

It is a best practice to advertise part-time positions. Positions that are expected to last for less than one-year may be exempt from the search process. Project Directors must request a search waiver from the Affirmative Action Officer. The search waiver request must include a description of the duties and responsibilities with a justification for the reason why a search process is not feasible. The Search Waiver Request form is located in the appendix.

#### c. Hourly Student positions

See separate section in this manual for hiring hourly student employees.

### 4. Interviewing

If more than three candidates apply, a minimum of three shall be interviewed for the position.

a. Project Directors are required to maintain a log of applicants which shall be submitted to the Grants Management Office with a hiring request. A sample **Applicant Tracking Log** is located in the appendix. The Applicant Tracking Log must be maintained and submitted for all vacancies, including hourly student positions.

b. Conduct **reference checks** on those candidates you wish to interview. Reference checks should be made with *at least two past supervisors/employers*. Although time consuming, reference checking, especially with past employers is the best defense against poor hiring decisions. A sample Reference Checking Form is included in the appendix.

## 5. Employment and Hiring

- a. A Personnel Requisition Form must be completed for all appointments. The entire search file must be attached to the requisition, which includes:
  - Applicant Tracking Log
  - Copy of the Positioning Announcement
  - Copy of advertisement (if applicable)
  - Personnel Requisition Form
- b. The search file will be reviewed by the Grants Management Office and Human Resources. An appointment letter will be prepared following the review and approval of the hiring package. The letter of appointment from the Operations Manager is the official offer of employment for Research Foundation employees. While Project Directors may inquire about a candidate's interest in a position, they have no authority to offer an applicant employment.
- c. Employees may not begin working until after the hiring package is approved.

## 6. Post Hiring Procedures

It is essential that all new hires attend an orientation with Human Resources. Paperwork and information critical to hiring new employees must be processed within specific timeframes.

- **Employee Assignment Form:** The Grants Management Office will prepare the Employee Assignment Form, which outlines the specific details about the individual and appointment. The employee and project director will be required to review and sign this form.
- **I9 form:** provides proof that the new employee is authorized to work in the United States must be completed and verified within three business days of the hire date.
- **Payroll forms and other employment forms:** should be completed within the first week of employment.
- **Time reporting records:** all Research Foundation employees are required to certify their time by either completing a bi-weekly time sheet or a monthly exception leave report. Human Resources will provide employees with the appropriate time reporting form during their orientation.

## 7. Hiring Hourly Student Employees

### a. **Posting positions**

The job description outlining the duties, responsibilities and tasks need to be posted in the appropriate department for a minimum of two weeks to afford students interested in the position an opportunity to apply. The Vacancy Announcement Form can be used to post hourly positions.

### b. **Interviewing**

If more than three candidates apply for a position, a minimum of three shall be interviewed for the position.

- i. Project Directors are required to maintain a log of applicants which shall be submitted to the Grants Management Office with a hiring request. A sample **Applicant Tracking Log** is located in the appendix. The Applicant Tracking Log must be maintained and submitted for all vacancies, including hourly student positions.

### c. **Employment and Hiring**

A Personnel Requisition Form must be completed for all appointments. The entire recruitment file must be attached to the requisition, which includes:

- Applicant Tracking Log
- Copy of the Positioning Announcement
- Personnel Requisition Form (for each student appointment)

The search file will be reviewed by the Grants Management Office and Human Resources. An appointment letter will be prepared following the review and approval of the hiring package.

Employees may not begin working until after the hiring package is approved.

### d. **Post Hiring Procedures**

- The same forms as indicated in Section 6 are required for hourly student employees.
- **Time reporting records:** all Research Foundation employees appointed in hourly payroll mode status are required to certify their time by either completing a bi-weekly time sheet. Human Resources will provide employees with the appropriate time reporting form during their orientation. Project Directors are required to certify their time in accordance with the Time Reporting Procedures for Hourly Appointments letter that was issued to Project Directors in spring 2007 (See Appendix for a copy of the letter.)