

# OLD DOMINION UNIVERSITY

## University Policy

### Policy #6020

### RECRUITMENT/SELECTION OF CLASSIFIED AND WAGE EMPLOYEES

**Responsible Oversight Executive:** Vice President for Human Resources

**Date of Current Revision or Creation:** January 12, 2022

#### A. PURPOSE

The purpose of this policy is to provide guidance to hiring supervisors regarding the recruitment and selection procedures for classified and wage positions and to ensure compliance with Federal and State employment policies and regulations.

#### B. AUTHORITY

[Virginia Code Section 23-9.2:3, as amended](#), grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 7.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Code of Virginia Section 2.2-1201.1, as amended, Criminal Background Checks for certain positions](#)

[Virginia Department of Human Resource Management Policy 2.05 - Equal Employment Opportunity](#)

[Virginia Department of Human Resource Management Policy 2.10 - Hiring](#)

[Uniform Guidelines on Employee Selection Procedures, Code of Federal Regulations](#)

#### C. DEFINITIONS

Budget Unit Director – The University employee on record with the Office of Finance Data Control Department as having signature authority and financial management responsibility for a specific budget code.

Classified Employee – A salaried employee whose terms and conditions of employment are subject to the [Virginia Personnel Act, Code of Virginia Section 2.2-2900 et seq., as amended](#), and who is employed in a classified position.

Final Candidate – The applicant selected for employment by the hiring supervisor.

Hiring Supervisor – The management level employee with the authority to hire, assign work,

Wage Employee – A non-

appropriate. Interview questions must be job-related and based on the established minimum and preferred qualifications described in the position description.

4. The hiring supervisor is responsible for reviewing candidate qualifications against the minimum and preferred qualifications in the job posting and entering selection and non-selection information into PAPERS for review by the Department of Human Resources. The Department of Human Resources must approve the hiring supervisor's on-line selections for interviews prior to interviews being scheduled. The hiring supervisor is responsible for scheduling the interviews.

Use of work samples requires prior approval from the Office of Institutional Equity and Diversity and the Department of Human Resources.

5. The hiring supervisor is responsible for conducting reference checks on the candidate selected for employment and forwarding this reference information via a Reference Report Form to the Department of Human Resources before approval will be given to offer the position to the candidate. Employment rather than personal references must be contacted.

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Professional Studies conducts its own background investigation of applicants for positions working with children in the Children's Learning and Research Center, which includes a sexual assault/molestation, child abuse and criminal history report. Other University units and programs such as the College of Health Sciences and the Office of Teacher Education Services may require additional background checks.

The candidates complete the Criminal Background Authorization -20.913 -1.2.2 (7 (B4 )2.7 2.3 -1.9 2al )11.1

