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OUR DISCUSSION TODAY

- Job Description Overview
- Minimum Qualifications and Specialty Factors
- Postings and Hiring Registers
- Interviews
- Selection
- Contact Information
WHAT IS A JOB DESCRIPTION & FUNCTION

• Written description of a job which includes information regarding the general nature of the work to be performed, specific responsibilities and duties, reporting relationships and the employee characteristics required to perform the job.
THE NEED TO CREATE CLEAR JOB DESCRIPTIONS

• Set clear expectations
• Guide selection process
• Support efficiency and consistency
• Reduce legal exposure
• Meet current needs
  – Locate existing job descriptions through your HR representative
  – New Academic Professional job descriptions contact: jobanalysis@uic.edu
JOB DESCRIPTION COMPONENTS

• Summary Overall responsibility
• Specific duties
• Class specification
• Minimum qualifications
• Specialty factors
• Reporting relationships
Minimum Qualifications

• All jobs – minimum level of education, experience and certification or license required to perform the work at the entry level of the job

• Civil Service jobs – use qualifications drawn from Civil Service class spec
CIVIL SERVICE - JOB QUALIFICATIONS

• Defining Minimally Acceptable Qualifications (MAQ)
  ✓ Education
  ✓ Experience
  ✓ Knowledge
  ✓ Skills
  ✓ Abilities
CIVIL SERVICE - JOB QUALIFICATIONS (SPECIALTY FACTOR)

Recognize the difference between

Specialty Factors

vs.

desirable or preferred qualifications
MINIMUM QUALIFICATIONS

• Applicants must be qualified for examination based on what is written on their application, not their resume.
• Exam qualifications must be determined in accordance with SUCSS minimum qualifications per the classification specifications, not skill or knowledge preferences.
• Specialty factors are considered part of the minimum qualifications.
• The posting must clearly distinguish the minimum qualifications from the preferences.
POSTING FOR RESULTS

• When creating the posting, be sure to include preferences that will yield the competencies or behaviors required *that cannot be learned or taught on the job* e.g. superior organizational skills, willingness to work variety of hours and schedules, demonstrated critical thinking / past experience in converting data analysis results into action plans. These are what you should plan to interview toward.

• Add items in the posting that will enable applicants to better self-select e.g. salary range, work hours, work conditions, “strong preference”, “the ideal candidate”
THE HIRING REGISTERS – SUCSS RULES

- All qualified applicants must be placed on a hiring register. There is only one register per classification per place of employment.
- This register (called Original Entry) is created through applicants completing an application, being qualified to take an exam, taking an exam, and passing with a score of at least 70 points.
- Only those applicants that are placed on the register can be considered eligible for employment. Once the posting closing date occurs, no additional applicants can be added to the register. The register is then considered “frozen”.
THE HIRING REGISTERS – SUCSS RULES

- Applicants are placed on the register in order of highest to lowest exam or credentials scores.
- For custom titles, only the top three sets of scorers can be put forth to the hiring manager for interview.
- For non-custom titles, only the top three scorers can be put forth to the hiring manager for interview.
- All candidates whose scores are in the top 3 or top 3 sets of scorers must be interviewed.
THE HIRING REGISTERS

- Those already on a register at the point a position becomes vacant must be contacted to determine if they are interested. They must be given a designated amount of time to respond. Lack of response results in their name being removed from the register.

- New additions to an existing register occur as a result of posting the position - the posting draws new applicants whose exam scores are added to the current register. May or may not change the top 3.
THE HIRING REGISTERS – CUSTOM TITLES

- Once a vacancy is filled, unless it’s a custom title, all other qualified applicants remain on the register. If another vacancy opens, those same applicants must be contacted again to see if they are interested, even if new names are added to the registers through posting.

- For custom titles, once a vacancy is filled, the register is no longer viable. A new register is created for each custom title vacancy.
THE HIRING REGISTERS - PROMOTIONAL

• Current employees seeking forward advancement in their classification series can apply to be tested and placed on a promotional register.

• If the vacant position is in a promotional line, only those on the promotional register can be selected for interview.

• Depending on the number of candidates on the promotional register, hiring managers may never get to interview applicants from outside the organization.
THE HIRING REGISTERS – RE-EMPLOYMENT

• Employees who are laid off must be placed on a re-employment register.

• If a vacancy occurs, only those employees on the re-employment register can be contacted for placement. They do not have to compete nor serve a probationary period. They must be given first priority of any vacant position in their previous classification.
THE HIRING REGISTERS – AFTER ALL THAT, NOW THE BAD NEWS………

• If there are multiple positions vacant in same classification, there is no way to isolate or direct specific applicants to specific positions, as all must be placed on the same register

• This means that you will likely end up interviewing candidates who did not express interest in your specific position or who don’t have the preferred qualifications

• Specialty factors allow more selective match to position preferences/requirements – only those who have the specialty will be referred for interview
INTERVIEWS – SUCSS RULES

• All candidates on the register who score in the top 3 / top 3 sets of scorers must be interviewed.

• All candidates must be interviewed using the same interview method. As an example, if you have 5 candidates, you can’t conduct telephone interviews with some and in-person interviews with others unless you are using a tiered approach.
INTERVIEWS

• All in each designated tier must be interviewed the same way. As an example, if you decide to use a combination of telephone, team, and individual in-person interviews for the 5 candidates, you are using a 3-tiered approach.

• In this example, all 5 should get the phone interview, then the top 3 (or whatever number you decide) of the 5 go forward for team interviews, then the top 2 (or whatever number you decide) of the 3 go forward for individual in-person interviews. All in each tier are therefore interviewed the same.
INTERVIEWS – TELEPHONE SCREENING

• Phone screening should be scheduled in advance just like any other interview. Don’t assume that the candidate is ready for an interview at the moment of first contact.

• Ask all candidates the same questions. Questions should cover basics that will give you a baseline “feel” for their qualifications and fit e.g. position interest, salary requirements, availability for onsite interviews / start work, most relevant recent work experiences, why looking for a job now, if working, what like best/least about current job
INTERVIEWS – TELEPHONE SCREENING

• When candidates are initially contacted, be sure to describe the planned interview process so they know what to expect and can therefore plan and prepare accordingly.

• Allow time to provide overview of UIC and opportunity for their questions.

• Offer set dates and times – don’t present them as if they are negotiable.
INTERVIEWS – EMAIL SCREENING

• Create questionnaire using questions similar to a telephone screening. Contact candidates and advise of email document and expectations. Email to all candidates and give deadline for return.
INTERVIEWS – IN PERSON, TEAM

• Be sure to use competency-based, behavioral interview questions. Ask each candidate the same questions for equitable comparisons.

• Create scoring grid to measure degree to which candidate demonstrates/verbalizes presence of desired competencies and behaviors in their responses. Scores can be used to determine who escalates to next tier and/or who is selected.
SELECTION – TIME TO MAKE A CHOICE

Role of posting
Role of register
Role of top 3
Preferred candidates

Options if none on register are qualified:

- Revisit job description
- Revisit specialty factors
- Targeted sourcing and posting placement
- Use of extra help
- “Grow your own”
CONTACT INFORMATION

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