Human Resources
The Hiring Process

PRF and PIN Online Overview for Posted Positions

Online Overview

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Intro to the Online Process

- HR has replaced the current paper PRF and PIN with the Online PRF and PIN forms for **posted positions only**

- The current paper PRF and PIN will continue to be used for **hiring** Adjuncts, most temporary positions and promotions within a department

- The current paper PIN is used when **changing** an address, title, salary, etc.

Advantages of the Online Process

- The Human Resources department has implemented an enhanced online employment application system in order to automate many of the paper-driven aspects of our former process.
- Will reduce the approval time
- Provides a permanent record of the PRF and PIN
- Personal information contained on the PIN will be secured
- You will only have access to those positions under your jurisdiction.

Approval to Hire

- Please contact Pat Miller, Human Resources Manager of Employment, at 201-692-2705 pamiller@fdu.edu for ONE-ON-ONE TRAINING AND INSTRUCTION in order to obtain an approval to hire/replace a position.

- Demo

The Interview Process

- Download the following interview guidelines and review prior to interviewing. These guidelines can be found on the following link:http://cms.fdu.edu/files/interviewguidelinesfairleighdickinsonuniversity.doc

Key points to remember during the interview process

- **DO**
- Develop situational questions for use in the interviews
- Ask only questions that are job related
- Ask specific, objective questions
- To the greatest degree possible, ask the same questions to all applicants for the same job
- Ask Acceptable questions such as:

  - Are you eligible to work in the US, or would you need sponsorship at some point if offered the position?

- **DON'T**
- Ask any questions that are discriminatory such as race, age, marital status,
- national origin, sexual orientation or any other questions that tend to reveal
- this type of personal information.
- Ask for information that is not relevant to the hiring decision
- Note personal comments or notes on the employment application or resume
- Ask if the applicant has ever been arrested.

The Interview Process Con't

- Have the candidate for hire complete the [Background Check Waiver Form](#) and mail original (**do not email**) to the Manager of Employment at H-DH3-05. **DO NOT KEEP A COPY OF WAIVER**

The Selection Process

- **The Hiring Official will logon to his/her online Posting/PRF and contact the Manager of Employment at 2705 or pamiller@fdu.edu (HR will walk you through the applicant status update and online PIN process)**

- <u>**All applicants**</u> must be updated to one of the following:

  - "Recommend for Hire" for the applicant of choice. This will trigger the online PIN process.

  - "Not Selected for Interview" (with the appropriate reason)

  - "Interviewed and Not Selected" (with the appropriate reason)

The Selection Process Con't

- When the online PIN has been approved and the status of ALL applicants has been updated , HR will create the offer letter and will "fill the position" which will trigger the following action:

- Applicants "Not Selected for Interview" will automatically receive the following email:

  - *"Although your credentials and work experience are most impressive, another applicant whose qualifications more closely meet our needs has been selected. Your interest in this position at Fairleigh Dickinson University is appreciated."*

- Applicants "Interviewed and Not Selected" will automatically receive the following email:

  - *"Thank you for the opportunity to interview you. It was a pleasure meeting you. Although your credentials and work experience are most impressive, another applicant whose qualifications more closely meet our needs has been selected. Your interest in this position at Fairleigh Dickinson University is appreciated."*

The Selection Process Con't

- Download and print Employment Verification Form http://cms.fdu.edu/files/employmentverification.doc. Contact the prospective hire's previous employers listed on application.

- Record information provided in terms of titles, reasons for leaving, dates employed. The form you complete should indicate name of person spoken to, date and phone number. Completed form should be sent back to HR Manager of Employment.

- **UNDER NO CIRCUMSTANCE SHOULD AN OFFER BE EXTENDED (VERBAL OR OTHERWISE) UNTIL CONTACTED BY HUMAN RESOURCES THAT THE PIN HAS BEEN APPROVED**.

Post Selection Process
The Hiring Official Provides

- On first day of employment hiring department **must** have employee complete the following forms:
  - I-9 (a list of acceptable documents is on reverse side of form – Law requires that the new hire is responsible for choosing which of those documents to present).
  - Candidates cannot submit duplicated or faxed copies in lieu of the original documents. Original documents must be viewed and photocopied by a department representatives.
  - Department Representative must complete and sign Section 2 "Employer Review and Certification."
- Completed I-9 forms, along with copy of documentation, should be sent to Payroll (H-DH3-05) **within 3 days of hire**. **Failure to do this will result in the immediate termination of employment.**
- W-4 http://www.irs.gov/pub/irs-pdf/fw4.pdf

Post Selection Process Con't

- I9, W-4 form, Data Collection Form, & Invitation to voluntary self identify form should be forwarded to HR/Payroll at H-DH3-05.

- HR will provide the Datatel ID **AFTER RECEIPT OF THE COMPLETED I-9.**

- Once the employee has their ID, the employee should contact fdutac@fdu.edu for assistance with any system needs including setting up email accounts. In this email, the employee must indicate they are a new employee, provide contact information and provide his/her employee ID (Datatel ID) if available.

- Direct new employee to contact Public Safety to arrange for issuance of parking decal and ID card.

- On the 90th day of employment, download and complete the 90 Day Introductory Report return to HR, at H-DH3-05.

Questions

- Questions