

**PILOT PROGRAM IMPLEMENTATION**  
**Position Posting and Employment Guidelines**

**Human Resources Associate**

**Class Code: 5020**

Beginning October 1, 2002, the State Universities Civil Service System has granted authority for the implementation of a new Pilot Program that includes the creation and use of the new Human Resource Associate classification. The procedures for posting positions and reviewing/screening of application materials are defined below. If there are any questions, please call our office at 217-278-3150.

It is recommended that the campus/agency Human Resources staff work closely with the employing department in establishing any new Human Resources Associate, Accounting Associate, or Business/Administrative Associate position in this Pilot Program. The campus/agency Human Resources department and/or the employing department should follow the recommended procedures for posting any of these positions, including a determination of whether an area of specialization or selective criteria is to be formally associated with the position. The campus/agency Human Resources department must complete or work with the employing department to complete the Credentials Assessment Rating Form for each individual submitting application materials for these positions.

**Procedures for Posting Positions**

- I. Prior to the posting of the position, the campus Human Resources staff and/or the employing department should determine if any area of specialization is to be assigned to the position. Such area of specialization must be clearly defined prior to the posting of the position.
  
- II. The position posting should:
  - a. Provide the job title and a brief description of the position specifically identifying any area of specialization required.
  - b. Include a clear indication that applicants must submit an application and/or resume with a cover letter. Indicate that the application/resume must include a complete work history and educational background, which will be evaluated for the position opening.
  - c. Indicate that Veterans should submit a copy of the DD-214 for additional consideration.
  - d. Indicate clearly that all information submitted will be verified and copies of transcripts, certifications, licenses, and/or DD-214 may be required.
  - e. Define clearly the contact information, address and/or person, to where the application/resume must be submitted and, if these materials can be submitted electronically, the electronic process and address for submission.
  - f. Provide a definite closing date/deadline for submission of materials.

**A sample posting is attached as Appendix 1.**

**Required Procedures for Reviewing/Screening Applicants**

- A. At the end of the posting period, send EEO forms to all applicants.

- B. A Credentials Assessment Rating Form must then be completed for each applicant. The cover letter, application, resume, and all other submitted materials should be used for verification purposes.
1. First assign a *Credentials Assessment Number* to the Credentials Assessment Rating Form for each applicant. The campus Human Resources office should coordinate the assignment of these numbers.
  2. Then on the left portion of the Rating Form, under the label *Credentials Verification*, first identify and label any area of specialization attached to the position. Then proceed to verify each Minimum Acceptable Qualification (MAQ) that has been met, including any defined area of specialization, based on your review of the application materials. The Assessor should initial each verified MAQ. To complete this section of the Form, the Assessor should check either the box to indicate that the applicant has met all of the MAQs or the box to indicate that the applicant has not met all of the MAQs.
    - a. If all of the MAQs have been verified and met, then proceed to Step 3 below.
    - b. If the applicant has not satisfied every MAQ, the Assessor should simply sign the bottom of the form, indicate the place of employment, and date stamp the Form. No further completion of the Credentials Assessment Rating Form is necessary. A letter should be sent to the applicant simply stating that they do not meet the Minimum Acceptable Qualifications. In accordance with local policies, you may indicate that their application/resume will be kept on file for a period of time and considered for future openings. A sample notification letter indicating that an applicant has not met the MAQs for the position is attached (Appendix 2).
  3. If the applicant has met all of the MAQs, the Assessor should continue and complete the right portion of the Form labeled *Additional Point Allocation*.
    - a. Applicants receive 70 points for meeting the MAQs, as listed on the left side of the Credentials Assessment Rating Form.
    - b. Allow points for the Education and Experience as indicated under each category.
    - c. Determine if applicant should receive points for Veterans Preference by reviewing the DD-214 for an honorable discharge.
    - d. Total all sections to calculate a Total Examination Score.
    - e. Use the Scoring Guidelines listed at the bottom of this section to determine the applicant's Converted/Final Score, which may not exceed 100 points.
  4. Forward application materials of all applicants receiving one of the top three (3) scores to the employing department for further review and/or interviews.
  5. In accordance with local policies, campus Human Resource Offices and/or employing departments may establish additional protocols to further reduce the certified applicant pool. However, employing departments must interview a minimum of 3 candidates or 15% of the applicants (whichever is greater) that

have been certified from the register and forwarded for further review and/or interviews.

6. Once a certified applicant has been selected and hired, a notification should be sent to all other applicants indicating that they have met the MAQs and that another applicant has been selected for the position. In accordance with local policies, you may indicate that their application/resume will be kept on file for a period of time and considered for future openings. A sample notification letter for this purpose is attached (Appendix 3).
- C. Complete applicable sections of the System Answer Sheet for each applicant by using the EEO forms and forward the completed System Answer Sheet to the System Office for processing.
- D. At any point after a certified candidate has been selected and hired, the campus Human Resource Office will be allowed to void the employment registers for these classifications, but must void the register within one year of certification.
- E. The Credentials Assessment Rating Forms, applications, resume, and other submitted materials for each position must be kept on file for at least two (2) months after certification, or longer as may be required by local policy regarding employment protocols and register maintenance.

## **Appendix 1**

### **Job Posting**

## **HUMAN RESOURCES ASSOCIATE**

Sunnycrest University has an immediate opening for a Human Resources Associate. This position will report to the Director of Human Resources and will be responsible for the implementation and administration of all employment functions for Sunnycrest University, including recruitment, interviewing, employment, training, and development for all campus professional and support staff.

The applicant must have a Bachelor's degree in human resource administration, labor relations, business administration or a related field, with at least 2 years of professional level human resources experience. Applicants with direct recruiting, employment, or staff development experience are preferred. Salary will be commensurate with education and experience.

Interested applicants must submit an application and/or resume with cover letter including a detailed work history, educational background and at least three references. Veterans should submit a copy of a DD-214 form for additional consideration. All application materials should be sent to Sheila Peabody, Sunnycrest University, 123 Main Street, Urbana, IL 61802. All information submitted will be thoroughly evaluated and verified. Copies of transcripts, certifications, licenses and/or DD-214 forms may be required. Applications materials will be accepted until the close of business on August 1, 2002.

## Appendix 2

### Notification Letter – Failure to Meet Minimum Acceptable Qualifications

October 2, 2002

Thomas Edison  
2132 Lighthouse Road  
Beacon, Illinois 62154

Dear Mr. Edison,

Thank you for your interest in employment and application for the position of Human Resources Associate at Sunnycrest University. After an extensive review of all application materials, it has been determined that you do not meet the minimum acceptable qualifications as required for further consideration.

Please continue to check our website for other employment opportunities. We wish you the best in all of your future career endeavors.

Sincerely,

Director of Human Resources  
Sunnycrest University

## **Appendix 3**

### **Notification Letter – Notice of Selection**

October 2, 2002

Thomas Edison  
2132 Lighthouse Road  
Beacon, Illinois 62154

Dear Mr. Edison,

Thank you for your interest in employment and application for the position of Human Resources Associate at Sunnycrest University. Your application materials were referred to the employing department for further review and consideration.

The employing department reviewed the credentials and application materials of all candidates for this position. There were many outstanding candidates and, even though you met the qualifications for the position, another applicant has been selected to fill the current vacancy.

Please continue to check our website for other employment opportunities. We wish you the best in all of your future career endeavors.

Sincerely,

Director of Human Resources  
Sunnycrest University