Strength in People

Recruitment and Selection Handbook

For university staff positions

A Guide to the ASU Recruitment Process

ASU Recruitment

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Contents

Introduction

Our Commitment

ASU is committed to a recruitment process that results in the hiring of the best applicants. All individuals with authority to hire will be accountable for the recruitment, retention and development of diverse classified and university staff.

ASU promotes equal opportunity through affirmative action in employment and educational programs and activities. Discrimination is prohibited on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, gender identity, age, disability and qualified veteran status. Equal employment opportunity includes, but is not limited to, recruitment, hiring, promotion, termination, compensation, benefits, transfers, university-sponsored training, education, tuition assistance, and social and recreational programs.

Equal opportunity results when all applicants are treated consistently at every stage of recruitment. The following pages provide guidelines to the hiring official to ensure that fairness is paramount in the recruitment process.
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ASU Policies

SPP 201-01
Recruitment/Employment

SPP 403-08
Salary Administration

ACD 126
Background Checks

SPP 213
Reduction in W orkforce

Related EO/AA policies

ACD 401
Equal Opportunity/Affirmative Action

ACD 405
Individuals with Disabilities

SPP 105
Americans with Disabilities

Helpful links

HR Recruitment

HR Forms

Sample letters and Checklists

HR Background Checks

Access Brassring

Request Access to Kenexa BrassRing

My ASU > Service > Tools and Resources > Self Support > Access Requests > PeopleSoft – Submit a New Request for Access

1. Enter **"UserID"** and Continue.
2. Enter **"Purpose for Access Request"** and **"Supervisor UserID"** and Continue.
3. Click **"Add Role(s)."**
4. Check the box on **"2xB Hiring Manager"** and click **"Save & Return."**

   Note: Different PeopleSoft roles are needed for parts of the process.

   i. **HCM Dept Position Manager** can create/edit Positions.
   ii. **HCM Dept Financial Mgr** can create/edit Position, create/edit Position Management Accounting and start the workflow for the Position.
   iii. **PTR Approver** roles are needed to approve the workflow.
5. Click **"Save and Submit."**
6. Online training and testing must be completed prior to access approval. An email will give you direction to the training and testing site.

   Quick Navigation – My ASU > Blackboard > Kenexa: Hiring People at ASU > Content. (review program) > Final Exam (you must pass with 80% or better)
7. Supervisor will receive email to approve.
8. HR Data Trustee & Final Security to approve.
9. After all approvals are complete, 2xB access will be available the next day.
10. You must disable your browser's popup blocker for 2xB (trm.brassring.com).

Associated Support Guides:

Knowledge Base Article: Browser Setup for Kenexa BrassRing

Business Process Guide: Courtesy Affiliate Training Guide

Access Deletion to Kenexa BrassRing

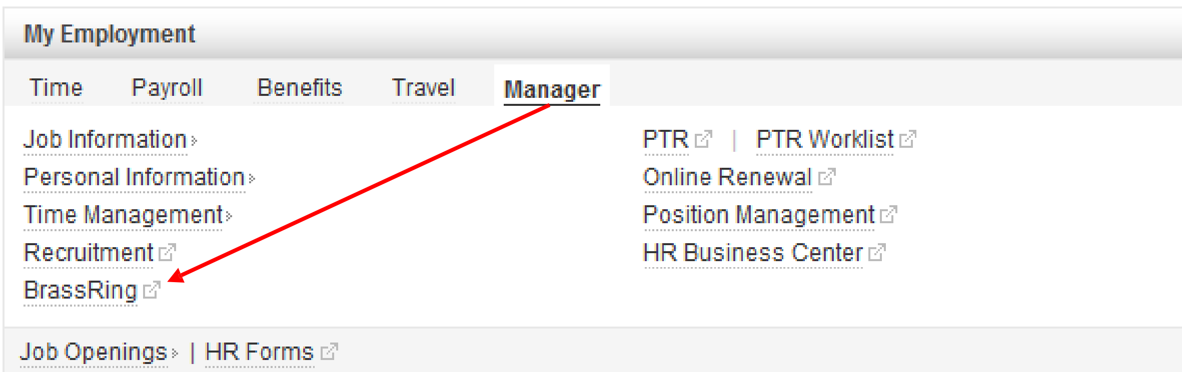
My ASU > Service > Tools and Resources > Self Support > Access Requests > PeopleSoft – Submit a New Request for Access

1. Enter **UserID** and Continue.
2. Enter "**Purpose for Access Request**" and "**Supervisor UserID**" and Continue.
3. Click under "**Role Action**" column, change drop down to "**Delete/Revoke**" role
4. Click "**Save and Submit.**"

Prepare your browser

Kenexa BrassRing is a web-based application and will work with all common browsers. However, some housekeeping is in order. First, make sure that your pop-up blocker is off. You can either turn off all pop-up blockers (this will disable pop-up blocker for all websites) or you can turn off the pop-up blocker for Kenexa BrassRing only. Some pages may not load properly unless the user's "cache" (the browser's memory) is cleared regularly. Please refer to the Browser Setup document to verify your setup: **Browser Setup for Kenexa BrassRing**.

Log into Brassring via My ASU My ASU > Manager > BrassRing



Step 1 – Prepare for recruitment and position

Determine recruitment need

Each hiring unit is responsible for determining its hiring needs and the scope and responsibilities of the proposed hire(s). The nature of the recruitment options will vary based on whether the hire is for a staff, graduate or student position:

- Consider how much ramp-up time up time you need and what ASU resources are available, and then develop a plan to use those resources.
- Determine what type of recruitment will result in a well-qualified, diverse pool of applicants.

Contact the Office of Equity & Inclusion for analysis of your department's workforce utilization goals.

Hiring Manager – Key responsibilities

The hiring authority is primarily responsible for:

- Developing position descriptions, essential functions and job posting
- Establishing timelines and application deadlines
- Completing all steps in Kenexa BrassRing:
  - Advertising for posting
  - Evaluating and screening applications
  - Developing interview questions from the qualifications on posting, and conducting interview sessions
  - Checking internal and external references of applicants/candidates
  - Communicating with applicants about the status of their applications and/or the recruitment process
  - Assuring appropriate approvals and confidentiality at each stage of the search
- Maintaining all records associated with the recruitment for three years
- Working with the OHR Recruitment & Selection Dept. to post the job to the ASU website
- Obtaining approval from the OHR Recruitment & Selection Dept. before making an offer

The department and/or hiring official may form a search committee to assist with the recruitment. The search committee may participate in any or all of the above activities. At least one member of the search committee should be trained and certified in hiring practices by the OHR Recruitment & Selection Dept.

Reserve a seat in the next class

Online workshops > "Recruitment certification training registration"

Prepare position request

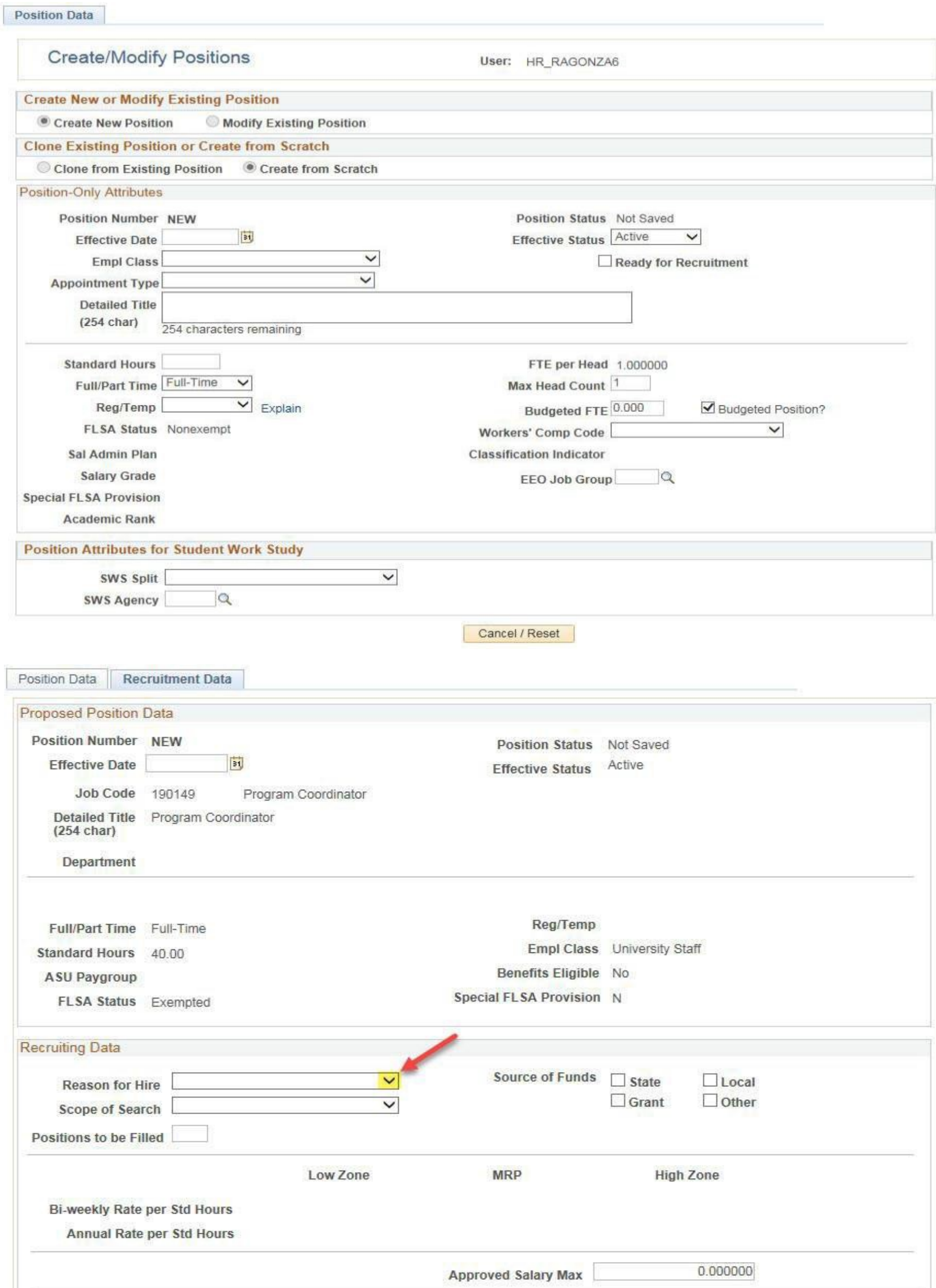
Once you determine the details of the position you need for your unit, prepare your position request in PeopleSoft Position Management. **More info:** Position Management for Department Position Managers

Whether you create a new position from scratch or clone an existing position, you first confirm that the job code is in the "base" group that can be used for recruitment. Then carefully follow the instructions to properly assign the position's attributes. For competitive staff positions, click the **Ready for Recruitment** button to begin to enter recruitment data. If the job code is in the base, a new "Recruitment Data" tab will appear.

Prepare recruitment blueprint

The top section of the Recruiting Data section includes details about the position that you previously entered. Begin in the Recruiting Data section and select the Reason for Hire by clicking on the **Drop Down Arrow**.

Figure 1: Reasons for Hire



Important required fields are:

1. **Reason for Hire** – Increase in headcount, backfill or temporary
2. **Positions to be filled** – one position number per REQ
3. **Full-Time approved salary/hourly max** – Department decides what the maximum salary their budget will allow but still must be within the appropriate range for job code
    - For **salary** positions, enter the maximum "annual" rate of pay desired
    - For **hourly** positions, enter the maximum "hourly" rate of pay desired

4. **Source of funds**
5. **Position justification**
6. **Scope of search**
   - **Additional hire** - for any hire on a job after the first hire. Create the original requisition with an Open Scope and clone more positions from it with an Additional Hire scope
   - **Arizona Board of Regents** (ABOR) – current staff or faculty employees of ASU, NAU or U of A
   - **Open**: the most common for competitive hires
   - **Waiver of Recruitment** – requires additional justifications
7. **References**
   - All staff positions require references checks
8. **Background check (BGC) or fingerprinting (FP)**
   - Choose background check package
   - All ASU new hires require a background check
   - All ASU new hires in security-sensitive positions require fingerprinting.
9. **Advertise**
   - It is strongly recommended that REQs open to the public be advertised to diversify and strengthen the applicant pool.
   - Chargeback Account required

The Student Employment Office will review the qualification, justification and applicant's resume to ensure the candidate meets minimum qualifications. Waiver of Recruitment is only accepted for Student Worker IV and V:

- **Student Worker IV**
  - These positions must express the existence of another established recruitment process supporting a specialized academic job program OR represent students filling specialized research, tutor or other positions whereby their skillsets and experience are deemed exclusive.

Obtain approvals

The defaulted data on the position from the job code, along with all the information you enter here, will be routed to Kenexa after all required approvals are obtained.

Figure 1: Staff Workflow Approval Routing in Position Management

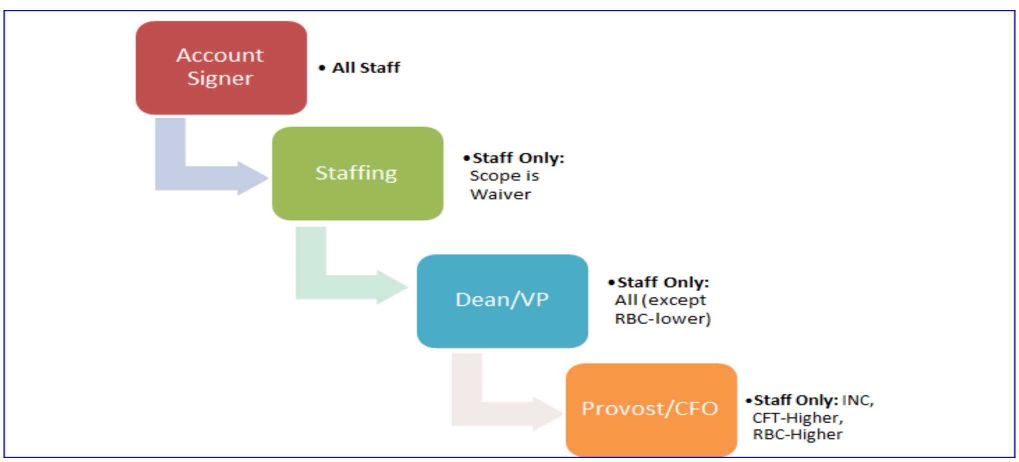
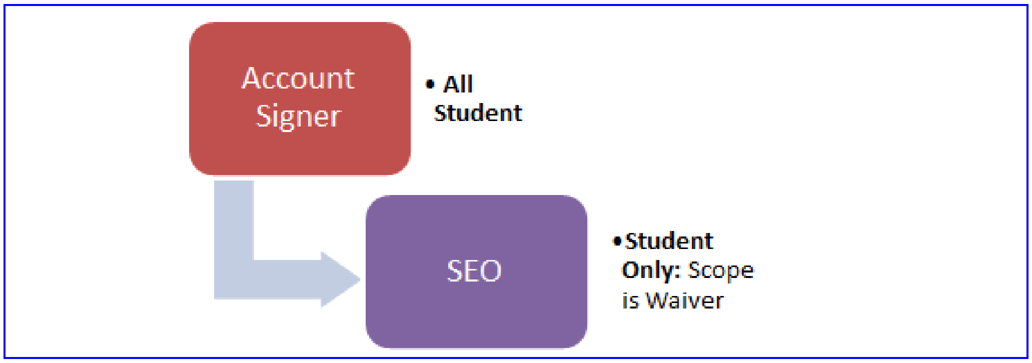


Figure 2: Student Workflow Approval Routing in Position Management



Workflow approval routing for position management

- All positions submitted for workflow will require approval for the accounts listed.
- Staff positions will route to OHR Staffing for approval if the scope of search is Waiver.
- If not, this level will be skipped but all staff positions will route to Dean/VP for approval, except for Reclassification Backfills (RBC) that are changed to a lower job code.
- Staff positions will route to Provost/CFO if the reason for hire is Increase in Headcount (INC), Change in FTE (CFT) to a higher amount or Reclassification Backfill (RBC) to a higher job code.

Note: Integrations between PeopleSoft Position Management and Kenexa BrassRing are every 30 minutes from 6:00 AM to 6:00 PM.

Keep in mind:

- If your department approving authority has not approved the Position Management request, your recruitment will be delayed.
- If all approvals are applied the evening before, your positions will be ready to go in the morning. To avoid problems or delays, best practice is to create or modify positions after payroll is closed, and use the current effective date for positions.
- If using future date, Future Date will not integrate into Kenexa **until the actual date**.

Note: The recruitment information is set once your data is submitted in position management. Any changes beyond this point will mean **the cancellation of your recruitment**. You then must modify or correct the data in position management, resubmit the position in position management and recreate the REQ in BrassRing. To prevent a loss of time, ensure that the information is correct in position management **before** you submit.

Tips, troubleshooting and common mistakes causing integration issues

If your position number fails to show up in BrassRing after a schedule integration, check the following:

a. Ensure your position has been completely approved with no outstanding signers.
b. Ensure your position isn't still in a submitted status in PeopleSoft.
c. Ensure you are selecting the proper **REQ** type (Staff or Student) that belongs with your job code and position type.
d. Ensure you are using the current effective date; Future Date will not integrate into Kenexa until the actual date.

Step 2 – create requisition

Gather the required information

After you have created a position for a competitive recruitment, and it has been fully approved and integrated into BrassRing, you will be able to create your job requisition. Before you begin, have this information ready:

- Job code Number
- Department ID
- Position Number
- Recruiter's Name
- Requisition Team Names

You will also need all of the job description details, salary range, advertising decisions and other pertinent information finalized before you create your requisition.

Job descriptions and classifications

- **University Staff Positions:** University Staff is employed at will. Generic position descriptions for each job title are provided online: **Job Descriptions for Base Job Codes**

Job postings on the ASU website

- Job requisitions (REQ) must be posted on the Office of Human Resources website using the **Kenexa BrassRing system**). Departments must submit the REQ request to OHR's Recruitment & Selection for review, approval and posting to the ASU website.

  The BrassRing format helps departments provide important information about a position (essential duties, working environment, qualifications, application material needed and application deadline). It also provides a section for information to be included in ads and questions for applicants.

  NEED ASSISTANCE? Contact Recruitment and Selection.

Creating the requisition

You must complete the following fields in BrassRing for OHR to review and post on the ASU website. **NOTE**: Some of the fields are already set. They are created in Position Management and integrate into Kenexa.

Whether you create a new position from scratch or clone an existing position, you first confirm that the job code is in the "base" group that can be used for recruitment. Then carefully follow the instructions to properly assign the position's attributes. For competitive staff positions, click the Ready for Recruitment button to begin to enter recruitment data. If the job code is in the base, a new "Recruitment Data" tab will appear.

Prepare recruitment blueprint

1. **Job Code**
   Number that identifies the job title and description.
2. **Department**
   Unit that will assume financial and recruiting responsibilities
3. **Position**
   One position number per REQ

4. **Scope of search**
   - Open to public – open to anyone who meets the minimum qualifications
   - ABOR only – current employees from either of three Arizona Institutions (ASU, NAU or U of A).
   - Additional Hire
   - Waiver
5. **Campus location**
6. **Number of hires in position**

   This relates to how many hires you will make on this specific position number, not how many hires you will make on this REQ.
7. **Job title/Working title** – Working title must be similar to Job title and not one of another existing job code.
8. **Hours / Benefits/Pay/FT or PT/FTE**
9. **Recruiter**
   - For Staff jobs – Dan Klug or Allison Walas
   - Student jobs –Erika Fehr or Carrie Davidson
10. **Hiring manager**

    Select one departmental Hiring Manager, one who creates the requisition and/or work on this job the most.
11. **REQ team**

    Select other departmental Hiring Managers you want to have access to this job requisition, and who could be a backup for you when needed. These people could also be members of a co-search process. They should have Hiring Manager access to Kenexa BrassRing to be able to perform all the same actions as the Hiring Manager
12. **Approved salary**

    The amount requested and approved on the position/recruitment request and indicates the maximum possible salary offer to the successful candidate. The max you post on the REQ cannot exceed this amount.
13. **Posted salary range**

    You are locked into the salary range you post. ***You cannot go above or below this range***. There should be no deviation from what is posted when a salary offer is extended. Any offer that differs from the described rate or falls outside the posted range will not be approved by the Recruitment & Selection Department.

    Options:
    - Pay depends on experience ("Depends on Experience" or "DOE") – Used when flexibility within the salary category is needed to negotiate salary based on experience and skill level.

      Best practice: "$minimum salary - $approved maximum per year/hour; DOE"
    - Set range within the job's salary grade ("$30,000 - $40,000 per year, DOE")

      – Used to inform applicants that all offers will be within the posted range based on experience and skill level. ***Range should be from the minimum of salary range to your budgeted amount, not over the maximum.***
    - State a range from a minimum amount to commensurate with education/skill/experience ("$30,000 to commensurate with education/skill/related experience") -

      – Used to inform applicants that all offers will be no less than a minimum amount and the maximum, while within the salary category, will be based on the experience and skill level

14. Min/MRP/Max

- The salary range assigned to each Job Code by Compensation. You cannot make an offer to an employee BELOW the minimum or ABOVE the maximum.

15. Job description

An introduction to the essential duties; usually mentions the supervisor (by title, not name) and an overview of the job.

16. Minimum qualifications (MQs)

The minimum education, experience and licensing required for the job. (Not editable; not included in posting.)

NOTE: if you need to make changes to the minimums, you should work with the Compensation group to update the job description

17. Desired qualifications (DQs)

- A further refinement of the required qualifications or additional qualifications that would enhance an applicant's ability to perform a position's essential functions
- We recommend expressing qualifications as either "experience" with or "demonstrated knowledge" of particular areas. Experience means an applicant clearly demonstrates performing a function or using a tool (such as computer software). Demonstrated knowledge means someone lists the appropriate language on a résumé but does not have to show experience.

  Note: Details to select MQ and DQ questions to be asked the applicants a "Desired Qualifications Screening" form must be completed. (see Knowledge Base Digest Step 5 for more details)

18. Work environment

- Core of critical duties that define this job (lifting, use of equipment, etc. (You may edit; not included in posting.)
- Identification of Working Environment is mandated by the Americans with Disabilities Act.
- Refer to Appendix A for assistance in developing Work Environment

19. Essential duties

The primary duties and responsibilities of the job

Note: Do not state qualifications that may be needed to accomplish the duties that would be included in the DQs.

20. Department statement

Statement used to inform applicants about the vision, mission and goals of department

21. ASU Standard Statement

Information that ASU would like applicants to know and EEOA statements

22. Close date

- **Fixed Close Dates** will be the default close date approach. **They must occur on a weekday at 3:00PM.** This will enable applicants to receive assistance from ASU technical staff if they encounter difficulties during the application process.
- Minimum time posted for Staff REQs five business days and for Student REQs three business days.

Note: Following the criteria below, Hiring Managers may request either a Repost or an Extension.

Repost

- Req will unpost on close date.
- Hiring Managers may request a requisition be reposted within 14 calendar days of the date the requisition unposted.
- If requested after 14 calendar days and no candidates have been hired, request that your Recruiter cancel the requisition. Once canceled, the Hiring Manager can create a new requisition.
- If any candidates have been hired, the requisition cannot be reposted. The Hiring Manager must close the requisition and restart the recruitment process in Position Management.
- Student requests are directed to SEO@asu.edu
- Staff requests are directed to DL.ORG.HR.Staffing@asu.edu
- Hiring Manager must disposition all applicants who applied by each unposting date beyond Application Submitted before the requisition will be reposted.
- A repost will not be allowed if any candidate in the pool has been interviewed.
- (For Students - A repost will not be allowed if any candidate in the pool has been interviewed or advanced to Independent Applicant Review and Record Keeping)
- Recruiter will repost the requisition with the new date and include REPOSTED in the close date field.

Extend

- Prior to the close date, a Hiring Manager may request that the existing close date be extended.
- Applicants may be reviewed and dispositioned prior to the unposting dates but cannot be contacted for interview until after the unposting date
- An extension will not be allowed if any candidate in the pool has been interviewed.
- (For Students - A repost will not be allowed if any candidate in the pool has been interviewed or advanced to Independent Applicant Review and Record Keeping)
- Recruiter will repost with the new date and include EXTENDED in the close date field.

Rolling close dates

- Will follow existing rules for review and disposition of applicant pools (see Digest Step 5 for more details)
- Allowed in limited cases, subject to the approval of Recruiters.
- Only available for multiple hires on a single recruitment or continuous recruitments (such as Event Attendants).
- Requisition will be set to unpost after six months.
- Pools will be reviewed in one, two, or three week intervals in all cases.

  NOTE: Rolling close date postings will continue to drop lower in the search page list and will become more difficult for applicants to find.

Rolling close date example: “11-December-2015 is the initial close date. Applications will continue to be accepted and reviewed every two weeks until the search is closed.”

Review time – can be one, two, or three weeks.

Applicant Groups:

- First group – Date posted to Dec. 11
- Second group – Dec. 12 - to Dec. 25
- Third group – Dec. 26 – Jan.9

Considering applicant groups

- Applicants must be considered in groups. If you are considering someone in group two, you must consider everyone in group two.
- Groups must be considered in order. If you are considering someone in group two, you must consider everyone in groups one and two.
- Dispositioning applicants after one is selected. If you have chosen someone in group two, you must disposition (out of application status) everyone in groups one and two. If no one has been considered in group three, you may disposition (reject) everyone in group three as, "Declined-Hire Made Prior Pool (Rolling Deadlines Only)".

Removing from ASU Website – the hiring manager can have the REQ removed from advertising on the ASU website at any time after the initial close date has passed.
Reposting rolling close date REQ – once the hiring manager requests to remove the REQ from the ASU website they cannot repost the REQ back to the website. They must complete the recruitment process and recreate a new REQ.

23. Grant funded

24. Instructions to Apply

- Applicants must follow instructions to be considered having a complete application and qualifying for further review. Only electronic applications are accepted. Instructions may require applicants to submit a resume, cover letter, references and an additional document or portfolio.

25. Background check or fingerprinting

- See background checks & fingerprinting
- FAQ's

26. Equity and Inclusion goals

- If you are conducting a search for a benefits-eligible staff position, and you see a "Yes" next to "Underutilized Job," then the Job Code of the position for which you are hiring is in one or more underutilized categories. The category or categories that pertain will be listed below, and could include specific minority groups or women.
- When hiring for a job in an underutilized category, Hiring Managers must advertise the position to the most appropriate employment agency, depending on the underutilized category listed. Contact the OHR Recruitment & Selection Team for assistance with outreach opportunities beyond those you may normally use at DL.ORG.HR.Staffing@asu.edu or call **480.965.9841**.

Changes to posting

Once the position is posted on the ASU website, no changes are made to the posting except by the recruiter to extend or repost the close date. If changes need to be made, the job may be cancelled by the recruiter and a new posting may be created by the Hiring Manager. Recruiter will then post. If any applicants had applied to the position, they should be contacted and made aware of the new posting.

Advertising

All advertising is selected by the department through the forms tab on the REQ and processed through the Recruitment & Selection Department. (DL.ORG.HR.Staffing)

Departments are responsible for advertising positions to ensure a well-qualified, diverse applicant pool. Departments should conduct an analysis of available recruitment sources that includes recruitment resource target audience, cost, advance time required to place announcements and whether the source is recognized and regularly viewed by potential applicants.

Examples of advertising sources include, but are not limited to:

- Publications
- Other colleges/universities
- Websites
- Professional organizations
- Special committees and caucuses within organizations
- Employment assistance organizations
- Diversity organizations

Examples of online options:

craigslist

HigherEdJobs.com

Jobing.com

monster

THE CHRONICLE OF HIGHER EDUCATION

Dice

in

azcentral.

Examples of print options:

THE ARIZONA REPUBLIC

La Voz ARIZONA

Reorganization of staff and Reduction in workforce positions
(see SPP 216 RIF & SPP 213 policies)

The purpose of the program is to give employees who have been reorganized priority consideration for comparable university vacant positions during a determined period. The employee should not expect to retain his or her current salary or current campus location. Employees with level 3 (performance expectations fulfilled) performance evaluations or above qualify for the program.

An employee on the reorganization list is given priority consideration for positions. These positions are identified prior to the position being posted on the ASU website. The employee who meets the minimum qualifications and other relevant desired qualifications listed in the job posting must be interviewed. If the employee is not selected, the Hiring Manager must submit written justification to OHR Recruitment & Selection and verbally inform the employee of their decision before the REQ can be posted on the ASU website for recruitment.

When the Hiring Manager's decision is to hire the employee, they will complete a waiver of recruitment using the REQ that was originally submitted to OHR Recruitment & Selection for posting. **NOTES:** Review of the employee's personnel file is not necessary since they have a level 3 (performance expectations fulfilled) performance evaluation or above. Waiver of Recruitment for staff is in PeopleSoft/Kenexa; for Faculty/Postdocs it is on the HR Forms page.

Choose screening questions for applicants

If you are recruiting for a staff position, we recommend that you ask all applicants the same screening questions. Based on each job's minimum and generic desired qualifications, specific questions have been pre-populated in BrassRing. While preparing to post your job, use the forms tab on the REQ to create "Desired Qualifications Screening" questions. You can add, change or delete any of the questions except the MQ question. You will be able to assign a score to each DQ question. Scores should reflect the order of importance. Student positions will not have candidate questions added to the requisition. The recruiter will review and post the questions.

These questions address the most critical components of the job, and the candidate's experience and knowledge. They are used to help predict a candidate's suitability for the position and his/her likelihood of success in the job. Many of these questions would be asked in phone or in-person interviews.

Example: Use of Screening Questions

Accountant Senior

Question to address minimum qualifications:

(Pulled from the Minimum Qualifications in the Job Description, worded to address potential equivalencies.)

- **Do you have a Bachelor's degree in Accounting or a related field AND two (2) years of professional accounting experience; OR, Six (6) years professional accounting experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved?**

Questions to address desired qualifications:

(Pulled from the Duties and Responsibilities and the Knowledge, Skills and Abilities sections of the Job Description.)

- Do you have experience as a supervisor?
- Do you have experience in preparing accounting reports?
- Do you have experience analyzing data and providing solutions?
- Do you have experience with Advantage?
- Do you have experience using Excel spreadsheets in the work environment?
- Do you have evidence of CPA?
- Do you have experience using Federal and State regulations in work environment?

Use of default scoring for Accountant Senior

In this example, if we accept the default scoring, total points possible would be 270. It would be immediately clear when you have a candidate who only meets the minimum and one or two desired qualifications.

- 200 - Do you have a Bachelor's ……….
- 10 - Do you have experience as a supervisor?
- 10 - Do you have experience in preparing accounting reports?
- 10 - Do you have experience analyzing data and providing solutions?
- 10 - Do you have experience with Advantage?
- 10 - Do you have experience using Excel spreadsheets in the work environment?
- 10 - Do you have evidence of CPA?
- 10 - Do you have experience using Federal and State regulations in work environment
- **270 – Total possible for all "Yes" responses**

Use of weighted scoring for Accountant Senior

- 200 - Do you have a Bachelor's …….
- 20 - Do you have experience as a supervisor?
- 5 - Do you have experience in preparing accounting reports?
- 5 - Do you have experience analyzing data and providing solutions?
- 75 - Do you have experience with Advantage?
- 5 - Do you have experience using Excel spreadsheets in the work environment?
- 20 - Do you have evidence of CPA?
- 5 - Do you have experience using Federal and State regulations in work environment
- **335 – Total possible for all "Yes" responses**

The addition of weighted scores makes it immediately visible when there is an applicant who has both the minimums as well as the one qualification most needed: Advantage

Results of weighted scoring of applicants' responses for Accountant Sr

Point Value	*Posted Question*	*Applicant 1*	*Applicant 2*	*Applicant 3*	*Applicant 4*	*Applicant 5*	*Applicant 6*	*Applicant 7*
200	MQ	X	X	X	X	X	X	
75	**Advantage?**				**X**	**X**		**X**
20	**Supervisor?**	**X**	**X**	**X**	**X**	**X**	**X**	**X**
20	**CPA?**						**X**	**X**
5	Reports?		X	X	X	X	X	X
5	Analysis?			X	X	X	X	X
5	Excel?					X	X	X
5	State/Fed						X	X
335	**Total**	220	225	230	305	310	260	135
	Applicant	6	5	4	**2**	**1**	**3**	Ineligible

Once all scores are in, you can see how the screening process is facilitated. The point values make it clear which applicants should be pulled to the early reviews: Applicants 4, 5 and 6.

Additional Information: Scoring basics

- Questions are answered as either **"Yes" or "No."** Only "Yes" answers receive points.
- Default point value for Minimum Qualifications ***(MQs)*** is 200.
- A default point value for Desired Qualifications (DQs) is 10, but they can be weighted based on each question's importance.
- An answer of **"No" to the MQ question** will result in the applicant being rejected.
- The **total point value assigned to the MQs & DQs** may not exceed 999 points.
- The **total point value of all the DQs** may not exceed 799 points.

Best practice: Key considerations on adding candidate questions

The MQ Question is required for staff requisitions, but DQ questions are not required.
Why? If the applicant does not respond "Yes" to this question, he/she can be automatically excluded from consideration and will automatically receive an appropriate email.

Questions are best used with larger applicant pools (30+ as a rule of thumb).

Why? If you are likely to have a small applicant pool, you will probably look at all resumes anyway. The addition of questions would not necessarily add value to your review.

It is best to keep the number of questions under 10.

Why? Too many questions could frustrate your applicants and may not bring you the added results you'd like.

You may not need to weight your questions. Again, this will be more valuable with larger pools.

Why? This adds complexity and time to work with the Recruiting Team members, who are the only ones who can change the point assignments.

All responses must be validated.

Why? While the applicant's responses give you information to work with, you are still required to ensure that they really do meet that requirement by review of the resume.

Remember: Scoring applicant questions is only ***one*** tool to use to determine which applicants you wish to consider for an interview. Keep all your original tools in your toolbox as well.

Step 2b – waiver of recruitments

Occasionally, it may be in the best interest of ASU to conduct a "Waiver of Recruitment" to designate a candidate with ***special skills or experience*** for hire without using the process described in this policy. In such cases, the hiring authority should complete the "Waiver of Recruitment" section in Position Management. A copy of the résumé for the selected individual should be maintained in the Kenexa BrassRing REQ.

Entries to consider in position management when submitting a waiver:

- **PRN** – Work that has no set, repeating schedule. Works when needed by the department.
- **Part Time** – Work schedule that is less than 40 hours per week.
- **Full Time** – Work schedule that is 40 hours per week.
- **Benefits eligible** – Work schedule of 20 hours or more for 90 days or more.

Step 2c – filed to additional hire

When more than one employee is hired under one posting but with different position numbers, a new position must be created in Position Management tied to the original requisition in two ways. A requisition must be created for this position, as one was for the original position, and the new one must be linked to the original requisition by providing the original Posted Position Number and Posted Requisition ID.

This guarantees that the original candidate posting and pool are linked to any and all additional hires that take place. In BrassRing, Hiring Managers will disposition additional candidates as "Filed to Additional Hire," and then lead the additional hires through the process as they would for a waiver of recruitment. The Hiring Manager will then complete the hiring process from the PeopleSoft Validation step, the Hired.

Remember: If Staff, Kenexa change candidate type **by default** when using "File to Req". See Digest Step 6: Additional Hire or Waiver Submitted Candidates). Manually change candidate type to "Internal" or "External" or "Past Employee (To ASU)" when using "File to Req".

Step 3 – applicant steps

- All applicants must apply through the ASU website: cfo.asu.edu/hr-applicant
- All applicants must meet the minimum qualifications of the job posting and have a complete application to be considered for the position.
- Assistance for applicants with their resumes, cover letters or applying to ASU jobs: cfo.asu.edu/hr-applicant
- Applicants become candidates when they are interviewed.
- Candidates will receive a series of system-generated emails from Kenexa BrassRing when the OHR Recruitment Department has approved the Hiring Manager's offer request. These emails may include a personal data form, background check request, and an offer letter to be accepted electronically. Each email will require the candidate to successfully complete a function necessary for their hire. The Hiring Manager must make the candidate aware of these emails once the verbal offer has been accepted.
- Candidates will accept their offer letter electronically through the same site that they applied for the ASU job posting.

Step 4 – applicant evaluation

Resume review – Determining qualifications

- The **application may consist** of a resume, cover letter, references and an additional document or portfolio. These documents may be reviewed by the Hiring Team at any time.

- Each applicant from a staff REQ receives a scor**e based on how they answered the application questions.** Hiring Managers may use this score as a tool to determine the most qualified applicants. Applicant scores must be verified with the submitted resume as proof of an accurate answer.

- Applicants may be disqualified for **misrepresenting their qualifications** on their resume or by how they answered the application questions.

- Applicants must submit a **complete application** to be eligible for consideration. Hiring teams can request via email that all applicants who submitted incomplete applications to submit a complete applications by a given date. Those who submit a complete application can be considered; those who do not will be rejected. The Hiring Manager should submit the update documents to the Recruiter to attach to the applicants talent record.

- Only the information provided via the application material may be used to determine whether an applicant meets the advertised minimum (MQ) and desired (DQ) qualifications. **The MQs and DQs are the only criteria used to determine an applicant's qualifications**. [refer to Appendix B and Appendix C]

- If the **equivalency statement** is used in the required minimum qualifications, the hiring authority (or search committee) must adhere to the equivalency interpretation [refer to Appendix C] and to the criteria established for education in place of experience and experience in place of education.

- **Supervisory experience** relates to conducting performance reviews, giving corrective action and performing administrative duties toward staff.

- If the job posting contains a **rolling deadline** (Initial close date and remains open and applicants are considered every two weeks until search is closed), the first group considered must be everyone who applied before the close date. Once that group has been dispositioned out of "Application Submitted," you may consider the next group who applied within the next two weeks. Once that group is dispositioned out of "Application Submitted," you may consider those that applied during next two weeks. Repeat this process as long as the job posting is open on the ASU website (detail in

Other qualifications

Direct knowledge of an applicant's qualifications may NOT be used to determine whether the applicant meets the qualifications. Only the information provided via the application materials may be used to determine whether an applicant meets advertised qualifications.

International applicants must be able to work in the United States. In most cases, ASU will not apply for H1B or J1 immigration status for individuals hired for classified or university staff positions unless they meet the standards for H1-B sponsorship. Departments that may potentially hire an international applicant should contact the International Students and Scholars Office to discuss non-immigrant work visa options.

Minors
Per SPP 201-01, no person under the age of 16 will be employed at Arizona State University unless the individual is enrolled as an ASU student or in a program associated with an ASU educational program. If an applicant is under 16, and does not have a high school diploma/equivalency or is emancipated, the following restrictions apply (see EHS 116: Minors in Laboratories).

The applicant cannot work:

1. More than 40 hours in any one week when the person is not enrolled in a session of school or when school is not in session.
2. More than 18 hours in any one week when the person is enrolled in any session of school when school is in session.
3. More than eight hours in any one day when the person is not enrolled in a session of school or on a day when school is not in session.
4. More than three hours in any one day when the person is enrolled in any session of school on a day when school is in session.
5. At night nor shall they be employed in solicitation sales or deliveries on a door-to-door basis between 7 p.m. and 9:30 p.m. on days preceding a day when school is in session and between 7 p.m. and 11 p.m. on days preceding a day when school is not in session.

For the purpose of this policy, **night** means:

- On a day preceding a day when school is in session, those hours beginning at 9:30 p.m. and continuing until 6 a.m. on the succeeding day.
- On a day preceding a day when school is not in session, those hours beginning at 11 p.m. and continuing until 6 a.m. on the succeeding day.

Applicant review: Dispositions and HR status

All applicants must be reviewed and put in an appropriate disposition status (evaluation status). The status will determine whether the applicant is rejected or eligible to continue in the recruitment process.

When an applicants is dispositioned to a "Declined", they will automatic receive an email informing them that they are no longer being considered for the position – See (Appendix E) for decline email verbiage.

Declined dispositions

- **Declined-Min qualifications not met** - Applicants who answered "No" to the Minimum Qualifications screening question will be automatically assigned this HR Status. Upon review of the applicants' resumes, if you determine the candidate does not meet the minimum qualifications in the job positing, you will manually assign them the HR Status of "Declined-Min Qualifications Not Met"
    - **Declined-Min qualifications not met - Student development.** Applicants will receive additional employment resources referring them to Career Services for assistance in preparing future applications materials.
- **Declined-Min qualifications met but fewer desired qualifications** – although the applicant meets the minimum qualifications; the lack of desired qualifications excludes him or her from further consideration.
- **Declined-Min and desired qualifications met but not top tier** – although the applicant meets the minimum qualifications; the lack of desired qualifications excludes him or her from further consideration.
- **Declined-Incomplete application** – used when instructions to apply are not met
- **Declined-Unable to determine qualifications** – used when cover letter & resume do not provide adequate information to know if the applicant met both the minimum and desired qualifications
    - **Declined-Unable to determine qualifications - Student Development.** Applicants will receive additional employment resources referring them to Career Services for assistance in preparing future applications materials.
- **Declined-Interviewed in past six months same title** – used when the applicant was previously interviewed in the past 6 months for the same job responsibilities in the same department
- **Declined-Applied to wrong requisition** – determined from cover letter
- **Declined-Ineligible for position - ABOR.** -Applicable only to searches limited to ABOR employees
- **Declined-Ineligible for Position - PD only.** Applicable for ASUPD positions only, where the applicant is not eligible to reapply
- **Declined-Ineligible for position – VISA.** Apply to if the candidate not eligible to work in the U.S.
- **Declined-Lower TG score - Not reviewed.** Applicable if the Hiring Manager is using the TG score to determine the applicants to be reviewed (For example, if the max TG score applicants can obtain is 400 and the Hiring Manager is only reviewing candidates with a TG score greater than 350).
- **Declined-Hire made prior pool - Rolling deadlines.** Applicable only to searches with rolling deadlines, in which the application was received after the last close date before a hire was chosen
- **Declined-first Interview** – applicable if you are not moving forward with the candidate after the first[t] interview
    - **Declined-first Interview - Student Development.** Applicants will receive additional employment resources referring them to Career Services for assistance in preparing future applications materials.

- **Declined-second Interview** – applicable if you are not moving forward with the candidate after the second interview
- **Declined-third Interview** – applicable if you are not moving forward with the candidate after the third interview
- **Declined-No show** – applicable if the candidate didn't appear for a schedule interview
- **Declined-No response to two+ invitations** – applicable if the candidate didn't reply back after two or more invitations for an interview
- **Declined-Min and desired qualifications met not top candidate** – although the applicant meets the minimum and desired qualifications excludes him or her from further consideration
- **Declined-Does not meet background check - PD Only.** Applicable for ASUPD positions only, where the candidate didn't pass the BGC
- **Declined-Does not meet oral board requirement - PD Only.** Applicable for ASUPD positions only, where the candidate didn't pass the oral board
- **Declined-Reference check** – applicable if you are not moving forward with the candidate after the reference check
- **Declined-Zero offers remaining** – applicable if you are not moving forward with the candidate because you have exceed the maximum number of conditional offers for the Req
- **Declined-PeopleSoft validations** – applicable if you are not moving forward with the PeopleSoft Validations
- **Declined-Conditional offer not approved** – applicable if the conditional offer was not approved
- **Declined-Candidate rejected salary offer** – applicable if the candidate rejected the conditional offer
- **Declined-Dept withdrew offer** – applicable if the department has decided to withdrew the conditional offer
- **Declined-Dept withdrew offer - must verify with OHR.** Applicable if the department has decided to withdrew the conditional offer after the final offer has been accepted by the candidate in BrassRing. OHR must be consulted before choosing this status.
- **Declined-Candidate withdrew online** – at "review applicant's stage", candidate can return to the candidate gateway and withdraws the application for this job
- **Declined-Candidate withdrew by contacting manager** – at "Interview stage to Hired", they can only withdraw by contacting the hiring unit.
- **Declined-Position Cancelled - No Hire Made.** Applicable only if the recruitment is being cancelled no candidates have been hired

Disposition continuing recruitment processes

Min qualifications met

After resume review, if the Hiring Team determines that a candidate has met both the minimum and desired qualifications and may move forward with the candidate, this HR status should be used. If subsequently the candidate is not chosen for an interview, the candidate may be moved to any of the HR Status of "Declined" reason.

References requested

An HR Status that would be assigned to candidates who meet the minimum qualifications but who have not provided all required reference information.

- When the Hiring Manager assigns this status to an applicant, BrassRing automatically sends an email to the applicant asking him or her to complete a Reference Check Form. BrassRing will send an email notifying the Hiring Manager that an applicant has completed the form, who can proceed with the next disposition.
- If an applicant does not complete the requested form, then the Hiring Manager will assign the individual to any of the HR Status of "Declined" reason.

Initiate assessment - PD Only. Assessment successful

As the name indicates, this HR Status is only available to positions in the ASU Department of Public Safety. Candidates who pass the DPS assessment will be placed into the HR Status of "Assessment Successful" and move on to the interview stage. Others will reach the final HR Status of any "Declined" reason.

Independent applicant review and record keeping – student hiring only

This is an optional process for hiring managers to bypass using the Kenexa system and record manually the applicant disposition, interview evaluation, and reference check steps. Hiring Manager should select this status AFTER the applicants have been reviewed and have determined who can proceed to 1st Interview. Interview evaluation and optional reference result records used in department MUST be kept in files secured in the department, with student's application, application materials submitted, and job posting for a minimum of 3 years after the termination per **SSM policy**. The Interview Evaluation Form and Reference Check Results form in Kenexa BrassRing are required for the standard process. The use of these Kenexa forms for record keeping is optional when using the bypass process.

Step 5 – interviewing applicants

- **Interviews may be conducted after the close date** by the hiring authority (or search committee), other administrators inside and outside the hiring department, other campus peers or constituencies such as students. Interviews may be conducted in person, by telephone or videoconference. There is no minimum number of candidates who should be interviewed for a position.
- If a **search committee** is used, members should make every effort to attend all interviews. In the case of an absence or illness, those members who conduct the interview may share their assessment with the absent member(s).
- **Interview questions** should be behavioral based, which shows that past behavior is the best predictor of future behavior. Ask the applicant how a scenario in a past job was handled and what was the outcome? The scenario should relate to the current minimum or desired qualification of the job requisition.
- **Tests** may not be used as an evaluative tool unless that test has been validated for the position in accordance with the federal Uniform Guidelines on Employee Selection. The Office of Equity & Inclusion must approve and maintain a copy of the test used to select candidates for employment.
- If a candidate requests a **disability accommodation** to participate in an interview, contact the Office of Equity & Inclusion for assistance before agreeing to or declining the requested accommodation.

- Departments are not obligated to **pay any travel or other expenses** associated with the interview. If expenses are paid by the department, they should pay all candidates' travel expenses. Usually, comments regarding covering travel expenses are stated in the instructions to apply on the job posting.
- **The interview agenda and questions should be the same for all candidates.** Internal candidates should be treated the same as external candidates.
- If a search committee is used, **members should make every effort to attend all interviews**.

  In the case of an absence or illness, those members who conduct the interview may share their assessment with the absent member(s).
- **Public forums or department/college open forums** for candidates may have different individuals attending for each applicant without creating inequities in the search. The hiring official is responsible for assuring that the questions and comments at public/open forums are appropriately job-related.
- Develop a **variety of methods to assess candidates** during interviews in addition to or instead of question/answer sessions. For example, consider requesting short presentations when appropriate.
- **Interview methods should be the same for all candidates**. First interviews are usually phone interviews and additional interviews are usually in person. For candidates who have stated they cannot attend an in-person interview due to location issues, the Hiring Team may offer a videoconference line as an alternative. A follow-up email should be sent to the candidate acknowledging that they were given the opportunity to interview in person but they chose a videoconference type interview.
- At least one member of the search committee should be **certified in recruitment** by receiving training from the ASU Recruitment and Selection Department. cfo.asu.edu/hr-recruitment **– Online workshops > "Recruitment certification training registration"**
  - **Results of each interview** should be documented in Kenexa BrassRing in an interview results form.
    - **Do not ask questions** regarding age, marital status, disability, ethnicity, gender, gender preference, arrest record or religion.
    - **Interview notes** should be professional and kept for three years. Notes can be uploaded into the Kenexa BrassRing REQ for storage.
    - We recommend you **do not interview a candidate one on one**. Please invite another ASU employee to participate with you even if they do not participate in asking questions.
- For Hiring Managers that have chosen the Independent Applicant Review and Record Keeping (Student Only) status, please utilize an internal interview evaluation form that includes the same fields used in the BrassRing Interview Evaluation form. These criteria are listed below your review. These internal departmental interview evaluation forms and any interview notes must be maintained in hard copy for 3 years after termination to fulfill any requests by audit.

Interview evaluation form

Required fields

- Interview Date (**Note:** Day is first, then month, then year)
- Technical Skills (Very Poor, Poor, Good, Very Good, Excellent)
- Communication Skills (Very Poor to Excellent)
- Applied Knowledge (Very Poor to Excellent)
- Prior Experience (Very Poor to Excellent)
- Overall Rating (Very Poor to Excellent)
- Recommendation (Additional Interview, Process an Offer Request to HR)
- Notes to Support Decision

  Important legal info: Detail why you are making the decision to move forward or reject the candidate.

Optional:

- Interview Team (identify members of the interview team)
- Click on the "Save" button to save the form to the applicant's record

Step 6 – selecting the candidate

Conducting reference checks

- Applicant **references must be checked** when the candidate is considered a finalist. The applicant should be notified when the Hiring Team is going to conduct the reference checks.
- A Hiring Team may use reference checks, ask for additional application material or conduct an initial phone screening to help **determine if resume qualifications are valid**.
- An applicant should be notified if the Hiring Team plans to contact **references beyond those provided** by the applicant**.**
- When a candidate is a finalist they can be told that **to be considered for the position their current supervisor should be contacted** as a reference.
- The **same basic job-related questions** are asked of each reference.
- **Direct knowledge of work performance should be shared by search committee members as part of reference checking;** it should be shared for all applicants for whom direct knowledge exists. You cannot use direct knowledge to determine whether or not an applicant meets minimum qualifications. Direct knowledge includes direct supervision or experience working directly with the applicant.
- **Social media is not intended to influence the hiring decision.** ASU also strongly discourages the use of social media as a means to do any type of informal background check. Using this type of practice in the hiring process, the Hiring Manager places the authenticity of the applicant pool and the hiring process in jeopardy. Recruitment at ASU does not encourage the use of social media to validate any candidates within the hiring process.
- All **reference check results** should be documented in Kenexa BrassRing under the Reference Check Results form.

Internal candidates - current ASU employees

ASU departments MUST follow the practice below when an ASU internal candidate is considered a finalist:

1. The hiring department will inform all internal ASU candidates for ASU job openings that their **candidacy will be made known** to their current ASU unit if they become a finalist for an open position. A finalist is any candidate for whom the receipt of a job offer is likely or imminent.
2. The hiring department will ensure that the **resume references, including ASU references** are contacted for internal ASU candidates who are finalists for a position. Candidate should be informed before all contacting references.
3. The hiring department will request a review of job-related information (e.g., performance evaluations, disciplinary actions and other related information) contained in the official Human Resources **personnel file**. Complete the "ASU Personnel File Checks form in Kenexa BrassRing or contact the OHR Employee Service Center to schedule an appointment to review a personnel file by submitting a "**Request to view the Personnel File**" form or call **855-ASU-5081 (855-278-5081)**
4. The hiring department *will inform the Dean or the Vice President (or designee) of the unit currently employing an internal ASU candidate for an open position of their* ***intention to offer the open position to the candidate BEFORE it is offered*** (including disclosure of the salary that will be offered to the internal ASU candidate).
5. The hiring department will refrain from **making salary offers** that could artificially increase a current employee's salary without a corresponding change in job responsibilities or as otherwise may be reflected in the quality of the performance of the employee's job responsibilities without getting the appropriate approvals **www.asu.edu/hr/documents/jobapprovalmatrix.pdf**
6. The hiring department will work with the unit currently employing an internal ASU candidate for another position to ***develop a transition plan*** that reasonably accommodates any concerns expressed by the ASU unit currently employing the candidate. The unit currently employing the candidate cannot veto the hire.

Note: Offers and counter offers can be done by the department losing the candidate and the department gaining the candidate.

PeopleSoft validations

For candidates who have had a successful reference check and are **current ASU employees**, the next step is to examine their current status in PeopleSoft. The **process pulls current job data of the ASU candidate** from PeopleSoft to help in setting up a new job, and in some cases determines if the individual is eligible for hire. This includes all applicants for student jobs, which have specific eligibility requirements.

The result of the PeopleSoft Validation step is captured on the PeopleSoft Validations Form, which will be populated to the candidate's forms list. To ensure no further action is needed, Passed or Failed, the hiring Official should always review the PeopleSoft Validations form to confirm.

Step 7 – Conditional offer – verbal offer

Before the department can offer the position Verbally to a candidate they must receive the Recruitment & Selection Departments approval in Kenexa BrassRing. The process is:

1. The department will submit a job offer request to the Recruiter with a salary request and justification how the candidate is more qualified than the other applicants
2. The Recruiter will review the following of the applicant and recruitment in the Kenexa BrassRing system:
   a. Does the candidate meet the minimum and desired qualifications?
   b. Has the Hiring Manager team completed the dispositioning of the applicant pool in declined or another appropriate status?
   c. Has the interview evaluation forms been completed?
   d. Has a reference check form been completed for all finalists?
   e. **Important legal info:** Is the reason documented for their candidate selection clear and valid?
      Reason should reflect more relevant experience in the MQs or DQs.
   f. Is the salary offer in line with the posted amount and job code category?
   g. Has the department provided the appropriate approvals?

Note: If there is a discrepancy in any of the above verifications, OHR Recruiter will reconcile them with the Hiring Team.

3. When the OHR Recruiter approves the offer, the Hiring Team will receive an email correspondence confirming that a verbal offer can now be extended to the candidate.
4. Offer Requests
   - Offers over the maximum posted are not allowed.

Note: When the conditional offer is accepted by the candidate, the best practice is to inform the candidate that he/she will be receiving a series of emails describing tasks they must successfully complete. They will include a personal data form (if they are an external candidate), background check and an offer letter that they must accept electronically.

5. If the HM team and candidate negotiate the salary offer, it must be approved by the OHR Recruiter before the new verbal offer can be presented to the candidate. The new offer amount must be within the posted range. If "DOE" was posted, you must be within the salary category range. Additional approvals may be required.

   Best practice: Get the OHR Recruiter's approval on the maximum you plan to offer and then negotiate the salary with the candidate.

6. If the candidate rejects the offer, the HM may submit a conditional offer for another top candidate in the applicant pool.

Note: Searches that may lead to the hiring of an individual who is not eligible to work in the U.S. have specific advertising requirements. Please check with the Office of Equity & Inclusion and the International Students and Scholars Office for additional information.

Best Practice: (To avoid offering position to candidate who is not eligible to work in U.S.) – All applicants are asked if they are legally able to work in the United States at the time of applying. In addition, it is best to ***all candidates*** being interviewed if they are legally able to work in the United States prior to interviewing.

Selecting the salary

Salary offers to selected candidate should be consistent with the salary range advertised for the position.

If no range is posted in the advertisement, then the offer should be consistent with the assigned salary range of the job classification as posted.

The hiring department should consider the candidate's prior level of experience when considering the salary range.

Consistent with a compensation philosophy of recognizing the performance of outstanding and exemplary staff, a department may request an additional skill/competency adjustment in consideration of the candidate's exceeding expectations of job performance after completion of six months in the new position, depending on availability of funding.

Salary offers

When considering extending an offer of employment to a candidate, we recommend you use these guidelines to make a decision:

- **Learning** – current experience (qualifications) represent at least the minimum requirements for the position; typically is still on a learning curve in the basics of the functions to be performed
- **Competent** – able to complete most job requirements; as a new hire, enters the job with prior directly relevant experience and requires procedural and departmental training.
- **Advanced** – fully competent/knowledgeable in all aspects of the job requirements, procedures and departmental requirements and can demonstrate ability to immediately contribute to the achievement of objectives with little direction/supervision beyond general operational orientation needs.
- **Expert** – depth and breadth of experience demonstrated through the ability to execute while being held accountable for outcomes; routinely handles complex situations, including interpretations of policies, practices, and procedures; demonstrated behaviors that would lead to career move
- **Exemplar** – demonstrated mastery of all aspects of the job and behaviors determined to be models for others; typically staff who have been in the same position for an extended period of time and have shown considerable and consistent skill development

Salary administration guidelines

Refer to SPP 403–02

Here are suggested references:

- **Learn**: lower end of targeted market zone should be for new hires who just meet the stated qualifications/experience for the position
- **Competent**: between lower end and MRP of targeted zone for staff; able to perform most job requirements; as a new hire, enters the job with prior directly relevant experience and requires procedural and departmental training
- **Advanced**: generally salary around MRP of targeted zone; fully knowledgeable of all aspects of the job requirements, procedures, and departmental requirements.

- **Expert**: between MRP and higher end of targeted zone for staff with a depth and breadth of experience demonstrated through the ability to execute and are accountable for outcomes and routinely handle complex situations involving interpretation of policies, practices, and procedures; who have demonstrated behaviors which would lead to career move.
- **Exemplar**: higher end of the targeted zone should be reserved for those staff who have mastered all aspects of the job and demonstrate behaviors determined to be models for others or for those high performers preparing for their next career move.

Step 8 – Background and fingerprint checks

Backgroundchecks

A pre-employment background check is required for the final candidate(s) who apply for an open position at ASU. As part of the hiring process, ASU requires disclosure of relevant employment, education and criminal history information. For specific positions, finalists may also have their academic credentials, professional licensing/certification, motor vehicle records, and fingerprints reviewed. [Refer to ACD 126.]

Note: An authorization from the finalist is required before criminal record information or background information may be requested.

ASU Background checks | Background check FAQ's

Background Check (BGC) Process in Kenexa

1. If a background check is required, the Recruiter receives an email to change HR Status from **BGC Required** to **BGC Initiated**
2. Kenexa BrassRing will connect with our vendor (HireRight) and send automatic e-mail to the candidate with the consent form. This e-mail will explain the need for the ASU background check so that candidates know the request is legitimate.
3. Candidate will complete and submit the background check information to HireRight.
4. Hiring Manager and OHR Recruiter will receive email acknowledgment that BGC has been submitted.

Background check for faculty - manual process

1. Department will have the candidate complete and sign their section of the consent and disclosure form.
2. Candidate completes the consent form and department completes background request form and send forms to **Recruitment & Selection**: **eFax 480-993-0006 | backgroundcheck@asu.edu**
3. Recruitment & Selection will process the background check. If the check is approved, the department will be contacted to move forward with the hire.
4. If there is an issue with the background check, Recruitment & Selection will contact he candidate with an "adverse action letter" to address the issue.
5. When the candidate addresses the issues with the Recruitment & Selection department, the Recruitment & Selection Dept. will contact the department with a recommendation to proceed with the hire or choose another candidate.

Social media is not intended to influence the hiring decision. ASU also strongly discourages the use of social media as a means to do any type of informal background check. By using this type of practice in the hiring process, the Hiring Manager places the authenticity of the applicant pool and the hiring process in jeopardy. Recruitment at ASU does not encourage the use of social media to validate any candidates within the hiring process.

Fingerprint checks

Security-sensitive positions include positions with the potential to expose the university to extensive liability and are designated by the university in accordance with ASU ACD 126 (Reference Check and Background Verification) and ABOR Policy 6-709.

Fingerprint Process in Kenexa

1. If a fingerprint is required, HR Status will automatically be changed from **Fingerprint Required** to **Fingerprint Initiated**
2. If fingerprint required and background check required, HR status will automatically be changed to **Fingerprint Initiated**, and then OHR Recruiter will change HR status to **BGC Initiated**.
3. Hiring Manager and OHR Recruiter will receive email acknowledgment for Fingerprint and Background Check has been submitted.

Positions listed below have been designated as "security-sensitive" and require a Fingerprinting Criminal Background Check of the final candidate. This information is required for individuals not currently employed by ASU as well as those currently employed by the university who are moving or transferring into a security-sensitive position. Security-sensitive positions include positions with the potential to expose the university to extensive liability and are designated by the university in accordance with ASU ACD 126 (Reference Check and Background Verification) and ABOR Policy 6-709.

Fingerprint for Faculty - manual process

1. Department will have the candidate complete and sign their section of the consent and disclosure form.
2. Candidate completes the consent form and department completes background request form and sends form to Recruitment & Selection:

   eFax 480.993.0006 | backgroundcheck@asu.edu
3. OHR will contact the candidate to schedule a fingerprint session.
4. Recruitment & Selection or rep will complete the fingerprint session and send the prints in for processing to DPS. The department may move forward with the offer letter. The hire is contingent on the candidate successfully passing the fingerprint check.
5. If there is an issue with the fingerprint check, Recruitment & Selection will contact the candidate with an “adverse action letter” to address the issue.
6. When the candidate addresses the issues with the Recruitment & Selection Dept., the Recruitment & Selection Dept. will contact the department and either recommend that the new hire continue in their position or be terminated.

Security or safety-sensitive positions

The finalist for a security or safety-sensitive position at a university that is under the jurisdictions of the Arizona Board of Regents shall be fingerprinted as a condition of employment. The finalist shall submit a full set of fingerprints to the university for the purpose of obtaining a state and federal criminal records check pursuant to ARS 15-1649 § 41-1750 and Public Law 92-544. The Police Department may exchange this fingerprint data with the Federal Bureau of Investigation. Current Arizona fingerprint clearance cards will be accepted.

Security or safety-sensitive positions shall be designated by ASU and shall include, but not be limited to, the following:

1. Senior level administrators and others with significant financial oversight responsibilities, including but not limited to, the president, provost, vice presidents, vice provosts, deans, and department heads and directors designated by senior level administrators
2. Positions that have unsupervised contact with minors who are not enrolled students at Arizona State University
3. Positions that have direct access to CDC/APHIS Biological Select Agents and Toxins, as defined by the USA Patriot Act of 2001 and the Public Health Security and Bioterrorism Preparedness Response Act of 2002, except where excluded by law because the principal investigator does not, at any time, exceed the Select Agent regulatory threshold quantities specified under the applicable regulations
4. Positions with unrestricted access to residence hall private rooms
5. Information technology positions responsible for the oversight and management of ASU computer systems and data accessibility that may expose ASU to significant liability. Other positions designated by a dean or vice president as security or safety-sensitive. A dean or vice president may designate a position as security or safety-sensitive by notifying and justifying to the associate vice president of OHR that the position's responsibilities may expose the university to significant liability.

   The associate vice president may consult with knowledgeable subject experts as appropriate to the circumstances of the position's duties for which the designation is proposed.
6. Finalists who indicate a prior felony conviction on their consent and disclosure background check form
7. Positions that handle financial transactions as a job responsibility. These responsibilities include but are not limited to: approval authority within the accounting system, collection or handling cash or checks, writing or approving checks, having access to a direct money stream, being an authorized ASU Purchasing Cardholder/Manager, or being a fiduciary to ASU. Exempted from this fingerprinting requirement are staff hired for only a specific event held only once or twice a year and not for cash and check handling on a continuing basis
8. Employees of the ASU Police Department (ASU PD). Pre-employment screening of these individuals shall be conducted in accordance with ASU PD hiring protocols.

ASU Fingerprint checks: ASU Background checks | Background check FAQ's

Background and fingerprint check results and resolving issues

HireRight will process the background check (within 72 hours), and the results will be sent to the Recruiter via email.

a. If the check is approved, the Recruiter will manually complete the **Background Results Details** form an automatic acknowledgment email will be sent to the Hiring Manager to move forward with the hire.

b. If there are any issues with the background check results, the recruiter will complete the adverse action procedure and contact the Hiring Manager with the final results.
   - If issue resolved: Staff **Recruiter will change HR status to "BGC Meets Policy."**
   - If issue not resolved: Staff Recruiter will complete "Background Check Result Form" and change HR status to "Declined-BGC Does Not Meet Policy-(Sent to OHR & Hiring Manager Only)".

ACD 126 Background check policy: Current ASU employees and rehires

The hiring authority or a designee shall check references and verify the educational credentials, employment histories and past performance of a finalist before he or she extends a final offer of employment.

When a current ASU employee transfers to another ASU position or a former ASU employee is rehired within sixty (60) days from his or her last day of employment, a criminal background check is not required of the new position unless the employee has not had a criminal background check during his or her previous employment with ASU. If the position is security or safety-sensitive, per ARS 15-1649, the employee shall submit a full set of fingerprints to the university for the purpose of obtaining a state and federal criminal records check pursuant to §41-1750 and Public Law 92-544.

Examples for background check

1. If an employee is rehired after 61 days, a new BGC must be completed (Prior to 61 days, no BGC is required).
2. If an employee transfers to another non-security-sensitive position and has already had a BGC, a BGC is not required.
3. If an employee transfers to another non-security-sensitive position and has never had a BGC, a BGC is required. **NOTE:** Background checks started in 2007.

Examples for fingerprint

1. If an employee is transferring to another security-sensitive position in the same department, a new set of fingerprints are not necessary.
2. If an employee is transferring to another security-sensitive position in a different department, a new set of fingerprints must be completed.
3. If an employee is taking an additional job in the same department, a new set of fingerprints is not necessary.
4. If an employee is taking an additional job in a different department, a new set of fingerprints must be completed.

ASU Background and fingerprint checks: ASU Background checks | Background check FAQ's

Step 9 – Extending the final offer

To officially welcome your new employee to ASU the candidate must be provided with an offer letter. Offer Letters contain information specific to the terms of the employee's employment with ASU.

- The offer letter is based on information already entered by the Hiring Manager in BrassRing on the **Conditional Offer Form**, as well as information from the candidate's **Personal Data Form** and from the REQ creation form.
- The offer letter pulls together these data and places them into **merged fields** inside the offer letter template.
- The Hiring Manager can customize areas, called **blurbs**, inside the offer letter.
- The letter is created and sent by the Hiring Manager, and accepted electronically by the candidate with **Offer Acceptance Form**.

The Hiring Manager must complete four steps in the final offer process:

1. Create the final offer letter document
2. Post document to the Candidate Portal
3. Send the candidate a communication to let him/her know the offer is available to review and take action
4. Change the HR Status to Final Offer.

Note: You should complete all four steps during one working session. Any changes to offer letters already saved must be recreated.

Offer letter expectations and results
Candidates are expected to respond to the offer letter within 72 hours from when the offer letter is posted to the portal.

The candidate will receive an offer reminder email after that time reminding them to respond to the offer. The offer letter is set to expire five days from posting to the portal (this expiration date can be changed manually, if necessary). Even if the candidate is going to decline the offer, he or she should log into the portal and decline. This will trigger the candidate's HR Status to change appropriately (i.e., "Final Offer Accepted" or "Declined-Final Offer").

Independent offer letter and record keeping - Student hiring only. This is an optional process for hiring manager's to bypass using the Kenexa system and create a manual offer letter. Hiring Manager should select this status **after** the candidate has completed the background or fingerprint check step. The offer letter used in department MUST be kept in a file secured in the department, for a minimum of three years after the termination per **SSM policy**. The use of these Kenexa forms for record keeping is optional when using the bypass process.

Step 10 – Onboarding the hire

Creating the new hire form

Once the candidate has accepted the final offer, the Hiring Manager will create the New Hire form.

Once the New Hire Form is completed and saved, the Hiring Manager will change the candidate's HR Status to Ready for Hire. This will automatically trigger the integration to PeopleSoft for the creation of a new person and PTR creation.

During the integration process, the candidate will be automatically run through a search/match process. The key data elements from BrassRing will be compared to data in PeopleSoft as the system attempts to find if the candidate has a previous payroll record.

Once the PTR is successfully saved, Kenexa BrassRing will automatically update the HR Status to "**Hired"** and send an email to the Hiring Manager.

The candidate should complete the New Hire Packet and sign their I-9 with Human Resources Employee Service Center or an ASU certified designee. At that time, the candidate also must display acceptable identification so that processing is not delayed.

When the candidate is in "Hired" status, the hiring department can request computer access for the new hire and follow through with job assignment duties/training.

Troubleshoot any errors in the New Hire Form process
Error messages can be researched via ServiceNow Knowledge Base or contact JIRA.KenexaSupport@asu.edu for assistance

Closing a requisition

To close a requisition, all of the candidates associated with the requisition must be in a final HR Status.

- A requisition that is closed with hire or without hire should be put in "Closed" status. This step will uncheck the position number and make it available in PeopleSoft to edit.
- A requisition that is cancelled will close the REQ but leave the position number checked and available to use in Kenexa to create a new REQ.
- Email reminders will be sent to hiring managers when applicants on their requisitions are left in open disposition status' for longer than 40 days. The email will encourage them to disposition the applicant to the appropriate status.

Recordkeeping requirements

Records can be retained within the BrassRing Kenexa system. If not, departments must retain a **position file** for **three years** from the date of hire. (a minimum of 3 years after the termination per SSM policy for Student hires)

The position file must contain the following documentation:

- Advertisements and any other job posting notices placed by the department for the position;
- Supplemental material requested by the department (samples of work, philosophical statements);
- All correspondence with applicants, candidates selected for interview, candidates offered employment and references;
- Documentation of the search committee findings, including interview and reference-check notes, committee deliberation notes, job-related reasons for not interviewing an applicant and job-related reasons for the hire/non-hire of each interview candidate.

Note: From time-to-time, the **Office of Equity & Inclusion** may ask the hiring department to make the position file(s) available for review.

E-Link information

The e-Link feature can be used to send correspondence to Hiring Managers, interview team members, recruiters, other team members and/or applicants.

The e-Link contains a link to a document securely stored within Kenexa (and stays that way throughout the whole process), and is therefore a safe way to keep your correspondence from getting into the wrong hands. The link to the form expires within a set period of time.

When to send an e-Link:

- To ask a member of the search committee or interview team to review a resume
- To have another Hiring Manager complete a form and keep the original Hiring Manager informed
- To send the applicant the personal data form or reference request form

Appendices

A– Working environment

The Americans with Disabilities Act (ADA) requires ASU to identify the working environment for all positions.

Working Environment criteria are:

- the core or critical duties of a position that, in effect, define the job;
- used in determining whether a requested accommodation for a disability is appropriate; and
- used to determine whether an applicant can perform or an employee is performing the job, with or without accommodations.

The following are the federally defined criteria to determine essential functions of a position:

- the reason the job exists is to perform a particular function (e.g., clean rooms for a custodial position);
- there are a limited number of employees available among whom the performance of a job function can be distributed (e.g., perform medical examinations for a physician position);
- function may be highly specialized so a person is hired for his/her expertise or ability to perform a particular function (e.g., conduct DNA testing for a research specialist position);
- employer’s judgment that a function is essential (e.g., answer phones for a receptionist position);
- the amount of time spent on the job performing the function makes it essential (e.g., provide programming to create reports for a computer programmer position);
- the consequences of not requiring the incumbent to perform the function make it essential (e.g., landing planes for a pilot position);
- the work experience of past incumbents in the job makes a function essential (e.g., maintain budget information for a program coordinator position); and
- the current work experience of incumbents in similar jobs (e.g., provide word processing for an office assistant position).

Examples of essential functions, which may be appropriate for some positions, are listed below.
Note the essential functions begin with a verb, but are specific to your unit. Essential functions must be appropriate to the position and may vary for the same position title from department to department.

Administrative Assistant

- Schedule appointments and maintain calendar for director
- Monitor budget expenditures for department
- Initiate confidential correspondence on behalf of the director
- Maintain databases and develop reports
- Use computer
- Communicate orally and in writing

Office Assistant/Receptionist

- Answer phones
- Direct callers and visitors to appropriate departmental staff
- Maintain phone/visitor log
- Provide backup word processing and database support for office specialist
- Ability to lift and transport up to 30 pounds

Program Coordinator

- Use a computer equipment and software
- Typing on a keyboard
- Scanning documents
- Data entry
- Work in an office setting and use office equipment (i.e. printers, copiers, fax machines, telephones)
- Communicate orally and in writing
- Deliver presentations
- Use an ASU or personal vehicle to travel to different campuses
- Use basic math and a calculator
- Handle petty cash
- Supervise staff

Materials Handler

- Order, receive and stock material
- Operate forklift, hand trucks and dollies to move materials
- Use computer to track orders, receipts, stock and transfer of materials
- Lift up to 50 pounds of merchandise without assistance

Research Specialist

- Conduct lab tests using appropriate equipment and protocols
- Maintain tissue samples in appropriate and secure manner
- Analyze and report results of tests conducted
- Use (specify) lab equipment
- Work with (specify) lab chemicals

Coordinator

- Communicate orally and in writing
- Use of computer equipment (monitor, keyboard, mouse) for extended periods of time
- Use office equipment (printers, copiers, fax machines, telephones, calculator)
- Ability to lift and transport 30 pounds
- Stand for varying lengths of time and walk moderate distances to perform work
- Deliver presentations
- Use an ASU or personal vehicle to travel to different campuses
- Use basic math

B – Reviewing applicants

Did the applicant provided all materials required in the instructions to apply? If not, options:

1. Reject applicant, and all applicants, that have incomplete applications.
2. Contact all applicants with incomplete applications and give them an opportunity to complete the applications by a specified date. Once you receive their documents, you may send them to OHR DL.ORG.HR.Staffing for attachment to applicant's talent record.

Did you establish criteria to determine what information applicants must provide to demonstrate the required and desired qualifications have been met?

Required Qualifications
Bachelor's degree in related field; OR Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved. **Related fields -** English, Communication, journalism or related field.

Equivalency
Four years of experience relevant to the position in which English, communications, journalism or related disciplines may be applied; OR Associate's degree in English, communications, journalism or related field AND two years relevant applied experience.

Desired Qualifications – Experience in:
Maintaining databases and developing reports
Scheduling meetings
Monitoring budget expenditures
Using MS Office applications

Do the applications of persons recommended for interviews explicitly demonstrate that the required qualifications are met?
Evaluators must be sure all of the required qualifications are evident on the application material. For example, has the number of years of experience required been checked on the application material? If supervisory experience is required, does the application explicitly indicate supervision? Have they conducted a performance evaluation?

When a specific number of years of work experience are required, it means **full-time** work experience. Evaluators must remember graduate assistant and student work experience is usually not full-time experience. Personal knowledge of an individual's work/educational experience may not be used to qualify the person for an interview; the qualifying information must be evident on the application.

Has the evaluator changed the rules of the process (e.g., the application material required or the required/desired qualifications) based on what the applications are actually like?
For example, if the advertisement requires e-mail addresses for three references and none of the applicants provide this information, then none of the applications are complete and must not be reviewed until they are complete. It is inappropriate to decide in the middle of the process that a qualification or some part of the application material is no longer relevant just because it will exclude an otherwise excellent candidate from consideration.

C– Qualification interpretation

Experience

- Years of experience is based on full-time (i.e. 40 hours/week).
- Volunteer experience must indicate hours/week to be counted toward meeting experience requirements.
- Titles without an explanation of duties are unacceptable in determining whether an applicant has specific experience (e.g. the title of Director does not indicate someone has supervisory experience).

ASU's equivalency phrase
("any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved")

- This can only be interpreted as one year of experience is equal to one year of education or vice versa.
- When a degree is counted as the equivalent of experience, the degree must be in a discipline relevant to the experience; when experience is counted as equivalent to a degree, the experience must be relevant to the discipline(s) of the required degree.
- One year of education is equal to 24 credit hours.
- A bachelor's degree is equal to four years of experience; a master's degree is equal to six years of experience; a juris doctorate is equal to seven years of experience; a doctorate is equal to eight years of experience.
- "Administrative experience" relates to coordinator-type, project lead-type experience not administrative support work.
- Dates of attendance at a post-secondary institution do not indicate whether the applicant meets
- The equivalency interpretation unless credit hours earned are provided or an earned degree is identified.

Degrees, certifications and trainings

- Must be complete at the time of application for a position if a degree is a required qualification
- If applicant has multiple bachelor's degrees, it is only equivalent to one bachelor's degree and/or four years of experience.
- Certifications and trainings can be considered equivalent up to six months' total experience. Whether they have four certificates or just one, it is considered only a total of six months.

Note: Direct knowledge of an applicant's qualifications may **not** be used to determine whether an applicant meets qualifications. When evaluating applicants to interview, only the information provided in the application materials may be used to determine whether an applicant meets advertised qualifications.

D – Pre-employment inquiry guidelines

You can only ask questions about any of the items listed below only when these factors are bona fide occupational qualifications (BFOQs). Persons, who interview applicants, participate in the interview process or check references **must** be aware of and follow these guidelines on information that should **not** be sought from applicants or references. Remember to ask only job-related questions during interviews and reference checks.

Address
Specific inquiry into foreign addresses that would indicate ancestry or national origin is prohibited.
It is permissible to ask for the applicant's current address.

Age and date of birth
Federal law prohibits discrimination on the basis of age. Restriction of employment is permissible only when age is a BFOQ.
Note: Finalist(s) for a position must disclose date of birth to confirm identity for purposes of completing the ASU required background check.

Arrest/conviction record
It is inappropriate to ask about an applicant's arrest record. If inquiry into the conviction record of an applicant implies an absolute bar to employment, it is unlawful for most positions. A department may have the right to exclude persons convicted of certain offenses from consideration for certain types of jobs. ASU, as of July 1, 2005, requires completion of a criminal background check before an individual is hired.

Birthplace and citizenship
It is inappropriate to ask the birthplace of an applicant. It is acceptable to ask applicants if they are legally eligible for full-time employment in the United States and, if the answer is yes, to ask for the immigration status (e.g., J1, F1 OPT and H1B). You cannot ask applicants for the country of their citizenship.

Disability
It is unlawful to ask applicants whether they have a disability. Departments may ask whether applicants can perform the essential functions of a position. The applicant's response to the question must be taken at face value. If an applicant requests a disability accommodation for an interview, contact the Office of Equity & Inclusion for assistance before agreeing to or declining the request.

Education
It is permissible to inquire about an applicant's academic, professional or vocational educational background when it is a job-related requirement. Asking about the national, racial or religious affiliation of a school is prohibited.

Financial data, credit record, garnishment record or Fidelity bonds
Questions to applicants about these issues are considered unlawful unless the department can show a business necessity for this information.

Height and weight
These factors may not be requested from applicants nor should they be considerations for employment unless they have been validated as BFOQs.

Lowest salary
It is best not to ask this question of applicants since in the past such information was often used for discriminatory purposes.

Marital status and relatives
Questions about an applicant's relatives, marital status and/or dependents are prohibited. Employment decisions must be made without regard to whether relatives of the applicant work at ASU unless the employment would involve supervision of or being supervised by a relative.

Contact the Office of Equity & Inclusion or the Office of the University Provost if this is an issue in employment.

Military service
It is permissible to ask about military experience in the armed forces of the United States. The hiring authority should be careful. However, about using information concerning discharges since the military has stated that discharges given under other than honorable conditions during specific periods of time were discriminatory. It is desirable to afford applicants an opportunity to voluntarily disclose whether they are a qualified protected veteran. The university is required to take affirmative action in the employment of persons in these categories.

Name and national origin
No inquiry may be made about an applicant's maiden/birth name, any previous name, lineage, ancestry, national origin or descent. Names should only be used to identify applicants.
Note: Finalist(s) for a position must disclose maiden/birth name or any other previous name to confirm identity for purposes of completing the ASU required background check.

Organizations
It is permissible to ask about professional organizational memberships provided the applicant is made aware of his/her right to exclude the name or character of any organization that is of a predominantly racial, religious or sexual character.

Photographs
Photographs may not be required or asked for prior to employment.

Religion/creed
Inquiry into an applicant's religious denomination, affiliation, parish, pastor or holidays observed is prohibited.

Social Media
It is not recommended that a Hiring Team review an applicant's social media pages.
It is not a good reflection of an applicant's job qualifications or their work ethic.

Social Security Number
Social Security numbers may be required only of applicants who are to be reimbursed for expenses incurred as a result of interviews.

Note: Finalist(s) for a position must disclose her/his Social Security number to confirm identity for purposes of completing the ASU required background check and to verify eligibility for employment in the State of Arizona.

E – Declined disposition emails

i. Declined – minimum qualifications not met

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (Applies to Staff Only - including responses to job-specific questions), your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/jobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

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ii. Declined- minimum qualifications not met - student development

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE# / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

We thank you for your interest in the position of [RequisitionCus:Working_title#] at Arizona State University. After an initial screening of your application, your application was not selected for further consideration.

We encourage you to reach out to ASU Career Services to improve your candidacy for future positions. This office offers many valuable resources such as one-on-one career advising, resume and cover letter reviews and practice interviews.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

iii. Declined-minimum qualifications met but fewer desired qualifications

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (Applies to Staff Only - including responses to job-specific questions), your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

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iv. Declined-minimum and desired qualifications met not top tier

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (Applies to Staff Only - including responses to job-specific questions), your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

v. Declined-incomplete application

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (Applies to Staff Only - including responses to job-specific questions), your application was not selected for further consideration due to an incomplete application. Specific documents and details were requested in the instructions to apply that you did not provide.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

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vi. Declined-unable to determine qualifications

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (Applies to Staff Only - including responses to job-specific questions), we are unable to determine if you qualify for the position based on the resume you submitted.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

vii. Declined- unable to determine qualifications - student development

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application, we are unable to determine if you qualify for the position based on the resume you submitted.

We encourage you to reach out to ASU Career Services to improve your candidacy for future positions. This office offers many valuable resources such as one-on-one career advising, resume and cover letter reviews and practice interviews.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,

[#RequisitionStd:Manager#]

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viii. Declined-interviewed in past six months same title

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (Applies to Staff Only - including responses to job-specific questions), your application was not selected for further consideration since you have interviewed for this same type of position in the previous 6 months where your application was also not selected for further consideration at the time.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

ix. Declined-applied to wrong requisition

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. Based on what you stated in your application documents, we have determined that you have applied to the wrong position.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The website www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

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x. Declined-ineligible for position - ABOR

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (Applies to Staff Only - including responses to job-specific questions), we have determined that you are ineligible for this position since you are not a current Arizona Board of Regents employee (current employee of; AZ Board of Regents, Northern Arizona University, University of Arizona, or Arizona State University).

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

xi. Declined-ineligible for position - Visa

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. Based on your response to our application or interview question(s), you are or will not be eligible to work in the U.S. if considered for employment.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

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xii. Declined - lower TG score - not reviewed

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. Based on your response to the applicant questions (Applies to Staff Only - including responses to job-specific questions), your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

xiii. Declined-hire made prior pool – rolling deadlines

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (Applies to Staff Only - including responses to job-specific questions), your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xiv. Declined-first interview

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University, and we appreciate your taking the time to attend the interview. After careful consideration, we have decided to pursue other options.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

xv. Declined-first interview - student development

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University, and we appreciate your taking the time to attend the interview. After careful consideration, we have decided to pursue other options.

We encourage you to reach out to ASU Career Services to improve your candidacy for future positions. This office offers many valuable resources such as one-on-one career advising, resume and cover letter reviews and practice interviews.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

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xvi. Declined-second interview

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University, and we appreciate your taking the time to attend the second interview. After careful consideration, we have decided to pursue other options.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

xvii. Declined-third interview

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University, and we appreciate your taking the time to attend the third interview. After careful consideration, we have decided to pursue other options.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xviii. Declined-no show

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an offer to interview for this position and not attending the scheduled interview, your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

xix. Declined-no response to two+ invitations

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After at least two invitations to interview for this position and not responding back to the department, your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xx. Declined-minimum and desired qualifications met not top candidate

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After careful consideration, we have decided to pursue other options.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

xxi. Declined-reference check

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After careful consideration, we have decided to pursue other options.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xxii. Declined-zero offers remaining

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After careful consideration, we have decided to pursue other options.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

xxiii. Declined-PeopleSoft validations

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University, and we appreciate your taking the time to meet with us. After careful consideration, we have decided to pursue other options.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xxiv. Declined-conditional offer not approved

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After careful consideration, we have decided to pursue other options.

We appreciate the time you invested and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

xxv. Declined-accepted another position

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After communicating with the department, you have indicated that you have accepted another position and are withdrawing from future consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

xxvi. Declined-department withdrew offer

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

This email is to notify you that the department has decided to withdraw the offer of [#RequisitionCus:WORKING_TITLE#] at Arizona State University.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Thank you,
[#RequisitionStd:Manager#]

xxvii. Declined-department withdrew offer - Verify with OHR

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

This email is to notify you that the department has decided to withdraw the offer of [#RequisitionCus:WORKING_TITLE#] at Arizona State University.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Thank you,
[#RequisitionStd:Manager#]

---

xxviii. Declined-candidate rejected salary offer

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

This email confirms that you have declined the salary offer for the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Thank you,
[#RequisitionStd:Manager#]

xxix. Declined-candidate withdrew online

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

This email is to notify you that you have withdrawn online from the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Thank you,
[#RequisitionStd:Manager#]

---

xxx. Declined-candidate withdrew by contacting manager

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

This email is to notify you that you have withdrawn from the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University through contact with the hiring manager.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Thank you,
[#RequisitionStd:Manager#]

xxxi. Declined-position cancelled - no hire made

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#],

Thank you for your interest in Arizona State University. This recruitment has been closed without hire and may be reposted at a future date. We appreciate the time you invested in your application and your interest in working for ASU. The website www.asu.edu/jobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Thank you,
[#RequisitionStd:Manager#]

All of the remaining declined statues are only used by ASU Police Department

i. Declined-ineligible for position - PD only

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an initial screening of your application (including responses to job-specific questions), your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/jobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

ii. Declined-does not meet written requirement

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the ASU Police Department. Candidates must pass the written assessment with a score of 70% or above in order to continue to participate in the recruitment process. You did not successfully pass the assessment, however you are eligible to reapply and retest after a period of 90 days.

We wish you success and encourage you to continue your job search with ASU by visiting our job opportunities www.asu.edu/jobs.

Thank you,
[#RequisitionStd:Manager#]

iii. Declined-does not meet physical requirement

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the ASU Police Department. Candidates must pass the physical assessment in order to continue to participate in the recruitment process. You did not successfully pass the assessment, however you are eligible to reapply and retest after a period of 90 days.

We wish you success and encourage you to continue your job search with ASU by visiting our job opportunities www.asu.edu/jobs.

Thank you,
[#RequisitionStd:Manager#]

---

iv. Declined-no response to invitation

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an invitation to take an assessment for this position and not responding back to the department, your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/jobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

v. Declined-no show for assessment

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After an offer to take an assessment for this position and not attending the scheduled assessment, your application was not selected for further consideration. As a result, you will not be eligible to reapply and retest until a period of 90 days has passed.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/jobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

---

vi. Declined-unable to attend

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

We thank you for your interest in the position of [#RequisitionCus:WORKING_TITLE#] at Arizona State University. After being unable to attend to your scheduled assessment, your application was not selected for further consideration.

We appreciate the time you invested in your application and your interest in working for ASU. We encourage you to apply for other positions at ASU that match your qualifications. The www.asu.edu/asujobs is regularly updated with new opportunities so please check it often for the latest open positions.

We wish you much personal and professional success in your job search. Thank you, again, for your interest in ASU.

Sincerely,
[#RequisitionStd:Manager#]

vii. Decline-does not meet background check - PD only

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

Thank you for applying with Arizona State University Police Department for the position of [#RequisitionCus:WORKING_TITLE#]. We must rescind our conditional offer of employment at this time.

As a result of this rescission, any application you submit with ASU Police Department will not be considered.

We do not accommodate the right to appeal nor do we release specific information regarding our decisions. Thank you for your interest in employment with Arizona State University Police Department and good luck in your future career endeavors.

Sincerely,
[#RequisitionStd:Manager#]

---

viii. Declined-does not meet oral board requirement - PD only

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#]

Dear [#Contact-info:FirstName#] [#Contact-info:LastName#]:

Thank you for interviewing with the ASU Police Department for the opening of [#RequisitionCus:WORKING_TITLE#]. Candidates must pass the oral board with a score of 70% or above in order to continue to participate in the recruitment process. You did not successfully pass the oral board, however you are eligible to re-apply and re-test after a period of 90 days should the position be open and posted by visiting our job opportunities www.asu.edu/asujobs.

Sincerely,
[#RequisitionStd:Manager#]

F – HR days in status notifications

To help Hiring Managers (student and staff) keep track of their applicants and make the hiring process efficient, a new Days in Status column has been added to the Hiring Manager My Candidates panel. All statuses will now have color reminders when there have been no HR status updates after a set number of days.

Exempt statuses applies to:

i. Hired
ii. Filed To Additional Hire
iii. Any "Declined" status

A corresponding color will be displayed indicating the number of **Days in Status**.

The color range:

- Green = 40 – 90 days
- Yellow = 91 – 180 days
- Red = 181 – 365 days

The Hiring Manager will receive an email notification once a week when an applicant's HR status remains unchanged in any one of the included statuses above for 40+ days.

From: AutomationManager@brassring.com
To:
Cc:
Subject: Candidate Aging Reminder Notice

We notice that the following applicants have not received a status update for 40 to 90 days. Please make an effort to appropriately update the applicant's status for this position or consider sending an ad hoc message to the applicant providing an update.

We appreciate your efforts to provide the highest quality customer service to our students as defined in the ASU Sun Devil Service Standard.

Sincerely,

Office of Human Resources & Student Employment Office

Requisition ID	ASU Job Title	Candidate first name	Candidate last name	HR status	HR status age
1071BR	Student Worker IV	[illegible]	[illegible]	Application Submitted	75
1071BR	Student Worker IV	[illegible]	[illegible]	Application Submitted	75
1071BR	Student Worker IV	[illegible]	[illegible]	1st Interview	45

G – OHR recruiters background check and fingerprint emails

i. Fingerprint Check Initiated (Hiring Manager)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionCus:DEPT_ID#]
[#RequisitionStd:Department#] / [#Contact-info:FirstName#] [#Contact-info:LastName#]

Greetings [#RequisitionStd:Manager#],

The candidate above has initiated their Fingerprint Check. We should receive results within 2 - 3 weeks and will contact you then.

Thank you,
[#RequisitionStd:Recruiter#]

---

ii. Fingerprint - Instructions to Candidate (Recruiter and Hiring Manager)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionCus:DEPT_ID#]
[#RequisitionStd:Department#] / [#Contact-info:FirstName#] [#Contact-info:LastName#]
Greetings [#Contact-info:FirstName#] [#Contact-info:LastName#]

Thank you for accepting our conditional job offer. In order to satisfy the fingerprint requirement from your department, **please call 855-278-5081** to schedule an appointment by no later than 30 - 60 days from receiving this email. For an appointment at West Campus, please contact backgroundcheck@asu.edu.

When you setup your appointment, please provide the following information so they may note this on the appointment calendar:

Dept: [#RequisitionCus:DEPT_ID#]
HR Contact: [#RequisitionStd:Manager#]
Agency Org (Account number): [#RequisitionCus:FPC_CHARGE_ACCOUNT#]

Fingerprinting is conducted Monday – Friday **by appointment** at the Tempe campus. On the day of your fingerprinting appointment please come to Tempe University Center (UCNTRA) at 1100 E. University Drive, Tempe, AZ 85281, check in with the HR Employee Service Desk and bring picture ID (i.e. driver's license, passport, state issued ID – I can't use your ASU ID for identity).

If you drive to the UCNTRA, please park in the "20-minute Loading Zones" because Lot 55 is a metered lot. Otherwise, parking is $2 per hour.

Please let me know if you have any questions.

Thank you,
Hiring Manager: [#RequisitionStd:Manager#] and Recruiter: [#RequisitionStd:Recruiter#]

iii. BGC Status – Waiting on candidate to submit consent form (Hiring Manager)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#] / [#Contact-info:FirstName#] [#Contact-info:LastName#]

Greetings [#RequisitionStd:Manager#],

We have initiated the background check process for [#Contact-info:FirstName#] [#Contact-info:LastName#].

The candidate will receive an automated notification to expect an email from HireRight to complete the consent and disclosure form, which is necessary before the background check can be conducted.

You will receive another email notification when the candidate has submitted the consent and disclosure form to HireRight.

Thank you,
[#RequisitionStd:Recruiter#]

---

iv. BGC Started – Candidate has given consent to HireRight (Hiring Manager)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionCus:DEPT_ID#] [#RequisitionStd:Department#] / [#Contact-info:FirstName#] [#Contact-info:LastName#]

Greetings [#RequisitionStd:Manager#],

The candidate [#Contact-info:FirstName#] [#Contact-info:LastName#] has submitted the consent and disclosure form to HireRight. The background check will now begin, and we should receive the results in approximately 72 hours.

You will receive another email with instructions for the next steps once the background check has been returned.

Thank you,
[#RequisitionStd:Recruiter#]

v. BGC Meets Policy (Hiring Manager)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionCus:DEPT_ID#] [#RequisitionStd:Department#] / [#Contact-info:FirstName#] [#Contact-info:LastName#]

Greetings [#RequisitionStd:Manager#],

We have received the results of the background check for the candidate above. The candidate has passed and is cleared to hire.

You may now proceed to the Final Offer Status. Please create the Offer Letter Document and Packet. Once this step has been completed, please send the offer letter email to the candidate. Click here to learn more about the offer letter process.

Thank you,
[#RequisitionStd:Recruiter#]

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vi. Background – HireRight Notification after 48hrs reminder (Hiring Manager)

[#RequisitionStd:AutoReqId#] / [#RequisitionCus:WORKING_TITLE#] / [#RequisitionStd:Department#] / [#Contact-info:FirstName#] [#Contact-info:LastName#]

Greetings [#Contact-info:FirstName#] [#Contact-info:LastName#],

This is a reminder we have not received notification you have completed the consent and disclosure form to start the process of your background check. If you have not received the consent and disclosure form sent to the email address provided at the time you applied to the position, please check your junk or spam folder. If you are still unable to locate the notification email from HireRight contact backgroundcheck@asu.edu.

Thank you,
[#RequisitionStd:Manager#]