Staff Personnel Manual (SPP)

SPP 201–01: Recruitment/Employment

Effective: 4/2/1979 **Revised**: 11/1/2026

Purpose

To define the policy and procedures for the recruitment and employment of all regular classified employees, university staff, and nonfaculty administrators

Sources

41 *Code of Federal Regulations* § 60-1

8 *United States Code* 1324a 1952 and related regulations

Title VII, *Civil Rights Act* (1964), 42 *United States Code* § 2000e *et seq.*

Civil Rights Act (1991), 42 *United States Code* § 1981

Age Discrimination in Employment Act (1967), 29 *United States Code* § 621 *et seq.*

Rehabilitation Act of 1973, 29 *United States Code* § 701 *et seq.*

Immigration Reform and Control Act of 1986, 8 *United States Code* § 1324a

Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 *United States Code,* Ch. 43, as amended by the Jobs for Veterans Act of 2002

Americans with Disabilities Act of 1990, 42 *United States Code* § 12101 *et seq.,* as amended by the Americans with Disabilities Act Amendments Act of 2008

United States Department of Labor

Arizona Revised Statutes §§ 23–231; 15–1628; 38–231, –727, –841

Arizona Revised Statutes §§ 41–1461 to 1484, Arizona Civil Rights Act

Arizona Administrative Code R2-5-602 (Supp. 1986-6)

Arizona Board of Regents Policy Manual -6–701 *et seq.*

University policy

Applicability

All regular classified employees, university staff, and non-faculty administrators

Policy

ASU is committed to a recruitment process that results in the hiring of the most qualified applicants. All individuals with authority to hire or terminate employees within a department (hiring officials) will be accountable for the recruitment, retention, and development of diverse staff.

ASU promotes equal opportunity 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 policy provides a direction to the hiring authority to ensure that fairness is paramount in the recruitment process.

Resources

The Talent Acquisition Department in the Office of Human Resources (OHR) is available to provide advice and consultation to the hiring department.

Additionally, a Process Guide & Handbook is available and should be referred to during the recruitment process (visit the Talent Acquisition Web site).

Hiring Officials/Search Committees

The hiring official has primary responsibility for developing position descriptions, screening and evaluating application materials, recommending candidates for interview, conducting reference checks, interviewing candidates, and making recommendations for hire.

The hiring official may form a search committee to assist with the recruitment for particular positions.

A search committee is required for administrator or administrative position recruitments. A search committee should be used for university staff recruitments.

Working Environment

The working environment of a position must be determined before a position is opened for recruitment and must be included on the job posting in the Human Capital Management (HCM) prior to the position being advertised on the OHR Website.

See the Process Guide & Handbook (Appendix C) for more information on developing essential functions.

Job Requisition

All job requisitions must be submitted to Talent Acquisition (OHR) for review, edit, and approval. OHR recommends that job announcements advertise salary announcements as “salary depends on qualifications and experience.” The hiring unit may advertise a salary range, provided the range is within the approved grade for the position. If a unit advertises a salary range, OHR will not approve any hire with a salary that falls outside the posted range. See the Process Guide & Handbook for more information on job announcements.

The minimum job posting period on the ASU Web site is five (5) full business days from the initial posting.

See the Process Guide & Handbook for more information on job requisitions.

Advertising Requirements

All advertisements should be reviewed and approved by Talent Acquisition (OHR). Talent Acquisition may also assist hiring units in developing and placing advertisements in both print and electronic forums.

Advertisements for positions in newspapers and other publications, as well as notices sent to agencies, other universities, and organizations must include an EEO statement See the Process Guide & Handbook for more information on advertising requirements.

Evaluating Applications

The hiring official (or search committee) must screen applications using the Human Capital Management (HCM) system. In addition, each applicant should have their status disposition changed Human Capital Management (HCM) to reflect the reason for inclusion or exclusion in the recruitment.

See the Process Guide & Handbook for more information on evaluating applications.

Reference Checking

External Applicants

References checks for finalist applicants should be conducted after verifying that they meet minimum qualifications and after they have been interviewed. The same basic set of questions must be asked of each reference, and written documentation of each reference check must be maintained in the applicant's record in the Human Capital Management (HCM) system. It is suggested that the applicant be asked to provide the names of former supervisors as references.

Former ASU Employees

The hiring official is responsible for making a demonstrated effort to obtain job-related reference information for former ASU employees who have been interviewed and considered as finalists for a position. Such efforts should include a review of the official Human Resources employee file and, whenever possible, a detailed discussion of the finalist's performance with their immediate past supervisor. This discussion should include a review of recent performance evaluations .

It is expected that the finalist's immediate past supervisor, or department representative, will provide the hiring official all information concerning education, training, experience, qualifications, or job performance for the purpose of evaluating the candidate for employment.

This section of the policy may be waived under special circumstances but only with the approval of the of the Office of Human Resources or OHR designee.

Internal Applicants

The hiring official must inform current ASU employees who are applying for a position that they will notify the employee's current department if they become a finalist for that position.

The hiring official is responsible for making a demonstrated effort to obtain job-related reference information for current ASU employees who are finalists for a position. Such efforts should include a review of the official Human Resources employee file and a detailed discussion of the finalist's performance with their current supervisor (or department representative who has direct knowledge of the employee). This discussion should include a review of recent performance evaluations.

It is expected that the finalist's current supervisor will provide the hiring official all information concerning education, training, experience, qualifications, or job performance for the purpose of evaluating the staff member for employment.

The above section of the policy may be waived under special circumstances but only with the approval of the Office of Human Resources or OHR designee.

See the Process Guide & Handbook for more information on reference checking.

Interviewing

An applicant must meet all minimum qualifications to be eligible for an interview. Screening criteria must be based on the minimum and desired qualifications as described in the job posting. Interviews may not be conducted before the application close date.

All questions asked of persons being interviewed must be job-related. Persons being interviewed for a specific job opening must be asked the same basic set of interview questions.

See the Process Guide & Handbook for more information on interviewing applicants.

Tests

A "test" may not be used as part of the screening process unless it has been validated and approved in advance by the Office of Human Resources, OHR. A test is any performance measure used as the sole basis for an employment decision or which by itself could preclude the hire of an individual.

See the Process Guide & Handbook for more information on tests and skills assessment exercises.

Offering Employment

Talent Acquisition (OHR) must approve all university staff offers of employment.

Background and Fingerprint Checks

No offer of employment should be made until a satisfactory result from the background check of the finalist has been received by the Office of Human Resources (OHR) (see ACD 126, "Reference Check and Background Verification"). All security sensitive positions require a fingerprint check. If a hiring official believes it is necessary to extend an offer of employment before the result of the fingerprint check is known, the hiring official may extend only a conditional offer of employment.

Offer Letters

An offer letter indicating the title of the position, pay rate (stated on a biweekly basis, if exempt; on an hourly basis if nonexempt), start date, and terms of employment must be sent to the candidate offered employment through the Human Capital Management (HCM) system. The offer letter should also include information about a job that is dependent on funding for continuation and/or when the job is for a specified time period only. The candidate who is offered employment must respond in the Human Capital Management (HCM) system with an electronic signature of acceptance by the deadline date. Failure to respond by the deadline date may result in rejection of the offer. After the offer has been accepted, the offer letter and the electronic signature found in Human Capital Management (HCM) will automatically be sent to the Office of Human Resources and put in the new employee's official employment file. In addition, notification should be sent to all applicants not selected for the position.

Candidates for some positions must pass a physical, vision, or other examination as a condition of being employed. In such cases, these requirements should be clearly stated in the job posting. Required examinations may occur only after a conditional offer of employment has been made. Selected candidates may not perform any work until the department is notified that the candidate has passed the examination.

Internal Hires

Before an offer is made, the employee's current ASU department must be notified, including the salary being offered to the employee. A logical transition should be determined that reasonably accommodates any concerns voiced by the employee's current ASU department.

Salary Offers

All qualified candidates may be hired at a salary in relation to the posted range based upon their qualifications and internal equity.

Non-faculty administrators may be hired at a salary based upon their qualifications and market data, if available.

Employment Eligibility Verification

Persons selected for hire must produce documentation establishing both identity and authorization to work in the United States and sign the I-9 Employment Eligibility Verification form within 72 hours of the date employment begins.

Departments that may potentially hire an international applicant should contact the International Students and Scholars Office to discuss nonimmigrant work visa options.

Minors

No person under the age of 16 will be employed at Arizona State University unless the individual is enrolled as a student at Arizona State University or in a program associated with an educational program of Arizona State University. The Office of Human Resources must be consulted before any offer of employment is extended to a person under the age of 16 as there are many restrictions on the hours that may be worked and the duties that may be performed. In addition, employees between the ages of 16–18 years will incur certain restrictions. (See the *Environmental Health & Safety Policies and Procedures Manual:* EHS 116, "Minors in Laboratories.") See the Process Guide & Handbook for more information.

Retention of Records

In addition to retention of records in the Human Capital Management (HCM) system, the department must retain a position file for three years from the date of hire.

See the Process Guide & Handbook for more information on records retention.

Records related to any background check performed in accordance with the *Academic Affairs Policies and Procedures Manual:* ACD 126, "Reference Check and Background Verification," shall be maintained by OHR, not by the hiring unit.

Recruitment Alternatives

Waiver of Recruitment

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. A copy of the résumé for the selected individual should be maintained in Human Capital Management (HCM).

Talent Acquisition (OHR) will review the candidate's résumé to ensure the candidate meets minimum qualifications.

Recruitment Limited to Current Employees of ASU, University of Arizona (U of A), Northern Arizona University (NAU), and the Board of Regents (ABOR)

This recruitment is open only to current regular university staff, and non-faculty administrators. Short-term, temporary hires, graduate assistants/associates, and student employees are not eligible to apply for these positions.

Cross-Reference

For information about reference and background checks, see the *Academic Affairs Policies and Procedures Manual:* ACD 126, "Reference Check and Background Verification."