Office of Human Resources

New Hire Policy and Procedures
All Staff Positions

Effective May 1, 2010
All Staff Positions

POLICY

Xavier University of Louisiana, hereafter referred to as XULA is committed to hiring the most qualified applicants into new or vacant staff positions and adhering to the guidelines established by the U. S. Equal Employment Opportunity Commission on selection and employment. Xavier University of Louisiana is an equal opportunity employer and it is the objective of Xavier University to recruit, hire and promote qualified applicants into vacant positions without regard to race, gender, national origin, religion, color, creed, age, disability or veteran’s status. All decisions regarding employment are based on an individual’s qualification as they relate to a specific job vacancy.

All staff positions must be advertised electronically on the Xavier University’s Human Resources jobs website to ensure that there is an adequate pool of qualified applicants. Advertising a position may be waived with the authorization of the President, Senior Vice President for Administration or the Senior Vice President for Academic Affairs. Positions may also be advertised in local and national print media including newspapers and professional journals.

Vacant positions may be filled by selecting an applicant who is not an employee of Xavier University or through promotion or transfer of a current employee.

To adhere to this policy, Xavier University’s Office of Human Resources has the responsibility of ensuring that applicants are considered for positions based on their qualifications through advertisements, interviews and verifying an applicant’s education, experience, and skills through reference checks, verification of their academic credentials and licenses (if applicable). Faculty and staff who have responsibility for selecting a new hire to fill a staff job vacancy must comply with the policy and procedures described in this document.

PROCEDURES

1. Procedures for Recruitment of Staff to Fill Vacant Positions

   Step 1.1: Originating Department/Division Chairperson, Principal Investigator, Administrative Director or Supervisor, hereafter referred to as originator, completes a Staff Employment Requisition.
Step 1.2: If the position is a new position, the originator must submit a Job Description Worksheet to the Director of Human Resources who will complete a new job description for review and approval.

Step 1.3: The Human Resources Director will return the approved job description to the originator and provide the originator with the approved salary/wage hiring range.

Step 1.4: The originator obtains approvals for the Staff Employment Requisition and submits it to the Human Resources Employment Specialist so that she may begin the recruiting process for the position.

**IMPORTANT:** The recruiting process, including advertising the position, may be waived with the approval of the President, Senior Vice President for Administration or Senior Vice President Academic Affairs.

Step 1.5: The recruiting process begins with the Employment Specialist advertising the position on the Xavier website and if requested, in printed or electronic media. The originator attaches the proposed copy for the advertisement to the requisition and submits it to the Employment Specialist.

**IMPORTANT:** All staff positions must be advertised electronically on the Xavier University Human Resources jobs website to ensure that there is an adequate pool of qualified applicants. Positions may also be advertised in local and national print media including newspapers and professional journals.

If Non-Resident Aliens will be considered in the applicant pool the position must be advertised in print media. This will satisfy the requirements by U. S. government an agency if the person hired is a Non-Immigrant Alien-immigrant alien and applies for a permanent resident visa.

Step 1.6: The Employment Specialist obtains cost for advertisement and provides information to the originator to approve placing the advertisement.

a. Cost for the advertisement will be charged to the department or grant.

b. If the position is grant funded, the originator must obtain approval to use grant funds to pay for the advertising costs.

Step 1.7: The Employment Specialist receives approval to place the advertisement in the selected sources.

Step 1.8: Applications and resumes are received by the Employment Specialist.

**IMPORTANT:** To ensure compliance with EEOC Guidelines for Selection and Employment all resumes and applications are to be received and recorded by the
Human Resources Employment Specialist. If an application or resume is sent directly to the person conducting the interviews a copy of that application or resume is to be sent to the Employment Specialist.

Step 1.9: The Employment Specialist records the race and gender of all applicants on the Applicant Tracking Record.

2. Procedures for Selection of Staff

Step 2.1: The Employment Specialist will:

a. Review the applications and resumes to determine if the applicants meet the minimum qualifications of the position and sends the resumes or applications of qualified applicants to the interviewer, or
b. Submits all resumes and applications to the interviewer for their selection of applicants to be interviewed.

Step 2.2: Interviewer reviews applications and resumes and identifies the most qualified applicants for interviews. (See document – “Questions You Can and Cannot Ask in an Interview”).

Step 2.3: The interviewer identifies the applicant that he/she would like to consider hiring and obtain appropriate approvals to hire the applicant.

IMPORTANT: All applicants being considered for research assistant and research associate positions at Xavier University must be interviewed and approved by the respective Department /Division Chairperson and the College Dean prior to an offer of employment is given to the applicant. Further, as stipulated in the Faculty Handbook, Section III, page 5, prior approval of the VPAA Office is required if a department /division wishes to consider a research associate or assistant who is a non-U.S. citizen or permanent resident.

Step 2.4: The interviewer completes an Applicant Interview Record, listing the names of the applicants, whether the applicant was interviewed, interviewed and not hired, and the name of the applicant who was selected and submits the completed form to the Employment Specialist.

Step 2.5: The interviewer requests approval for the starting salary/hourly rate from the Director of Human Resources and appropriate Senior Vice President or Vice President.

Step 2.6: The starting salary or hourly rate is approved by the Director of Human Resources the Senior Vice President for Administration or Senior Vice President for Academic Affairs.
Step 2.7: The interviewer conducts reference checks and may request the Employment Specialist to conduct verification of academic credentials; criminal history checks, drug screens, licenses and software proficiency (see Employment Reference Release Form).

Step 2.8: If the reference checks and verifications support the selection of the applicant, the authorized hiring authority sends a letter of offer (see sample letter of offer) to the applicant.

IMPORTANT: The start date for an exempt employee must be on or before the 15th of the month and the start date for non-exempt employees must be at the beginning of a pay period. This will ensure that a new hire is processed and paid on time.

Step 2.9: The selected applicant signs and returns the letter of offer to the person authorized to hire the applicant.

3. Procedures for Processing the New Hire by Human Resources

Step 3.1: The new hire reports to Human Resources and completes all new hire documents.

IMPORTANT: New hires cannot begin work until they are processed by Human Resources on or before their first day of work.

Step 3.2: The Employment Specialist verifies the new hire’s employment eligibility through the E-Verify Process with the U. S. Department of Homeland Security and Social Security Administration. If the employee is eligible to work in the United States then the employee may be processed for employment.

Step 3.3: If the E-Verify results indicate that the applicant is not eligible for employment, then the employee must establish employment eligibility before he or she can begin work at Xavier University.

4. Processing the New Hire in BANNER and Creating an EPAF

Step 4.1: The originating supervisor completes and submits an EPAF for approval.

Step 4.2: Approvers approve the EPAF and electronically submits the approved EPAF to the Employment Specialist/Director of Human Resources.

Step 4.3: The Employment Specialist/Director of Human Resources applies the EPAF.

5. Procedures for selecting a Non-Resident Alien (If the interviewer considers a Non-Resident Alien, the following procedures are completed):
**Step 5.1:** The interviewer notifies the Director of Human Resources that the applicant to be considered for employment is a Non-Resident Alien.

**Step 5.2:** The interviewer must obtain appropriate approvals from the Department/Division Chairperson, College Dean, and the VPAA Office if the applicant is to be considered for a position in an academic department.

If the applicant who is being considered for a position in a non-academic department, then the interviewer must obtain approval to hire the applicant from the Vice President for their area.

**Step 5.3:** The Director of Human Resources sends the interviewer or the authorized person who has authority to approve a decision to hire the applicant a sample “Letter of Offer,” sample “Return Home Letter,” and a sample “Letter of Support.”

**Step 5.4:** The interviewer or the authorized authority sends a letter of offer, return home letter and letter of support to the Director of Human Resources and to the Non-Resident Alien.

**Step 5.5:** The Non-Resident Alien reports to the Human Resources office and presents copies of the following:

- Non-expired I-94 entry document
- Passport
- Visa
- Educational credentials (if the degree is from a foreign university then the Non-Resident Alien must have their academic credentials verified by an approved education evaluation agency)

**Step 5.6:** The Director of Human Resources completes a **Labor Condition Application (LCA)**, and posts the LCA for ten days on the Human Resources bulletin board.

**Step 5.7:** The Director of Human Resources completes the following forms:

- Form 1-129 Petition for a Non-Immigrant Alien
- H Classification Supplement to Form I-129
- H-1B Data Collection and Filing Fee Exemption Supplement

Normal processing of an H-1B Petition for approval may take from two to six months. If the Non-Resident Alien wants to have their petition processed in less than thirty (30) days, the applicant must complete **Form I-907 Request for Premium Processing.** All forms must be completed in duplicate.

**Step 5.8:** It is the policy of Xavier University that the university does not pay fees for an applicant’s H-1B petition. The Non-Resident Alien must pay all fees associated with the
University processing the H-1B petition. The applicant provides the Director of Human Resources with separate checks for their H-1B Petition - **H-1B Petition processing fee $320, Fraud Prevention fee $500, and Premium Processing fee $1,000 (optional) made payable to Xavier University.**

**Step 5.9:** The checks for processing the applicant’s H-1B fees are submitted to Xavier University’s Accounts Payable section, and Accounts Payable employees will issue separate checks printed attention to the **U. S. Department of Homeland Security.**

**Step 5.91:** The Director of Human Resources submits the forms, checks, and **Form G-28 Notice of Entry of Appearance as Attorney or Representative** to Attorney David Ware and Associates (Law firm which specializes in immigration law) for review and submission to the U. S. Department of Homeland Security.

**Step 5.92:** The U. S. Department of Homeland Security first sends the Notice of Receipt followed by the **Form I-797 Approval Notice** to the Director of Human Resources.

**IMPORTANT:** The Non-Resident Alien cannot begin employment until the **Form I-797 Approval Notice** is received from the U. S. Department of Homeland Security.

**Step 5.93:** The Director of Human Resources notifies the Non-Resident Alien of their approved H-1B petition.

**Step 5.94:** The Non-Resident Alien applies for a social security card authorizing him or her to legally work in the United States.

**IMPORTANT:** A Non-Resident Alien who has a J-1 Visa and an Employment Authorization Card does not have to apply for H-1B status prior to employment.