

Procedures for the Employment of Staff (SPA) Employees

(www version with forms links)

The employment of staff (SPA) employees is a very important part of an administrator's responsibilities. In the employment process, it is necessary to insure compliance with Federal, State, and University regulations. The following procedures must be followed in the employment process.

1. When a vacancy comes open in your department, the Staff Employee Requisition Form must be completed—with all required signatures—and turned in to the Human Resource Services Office no later than 12:00 Noon on Thursday for postings for the upcoming week. Any necessary approvals must be submitted before the position can be posted. ([Click here for a Staff Employee Requisition form.](#))

If the employee currently holding the position resigns from Appalachian State University, the Separation Notice must also be completed and returned along with the Requisition Form. The Separation Notice is not required if the current employee moves to another position or department within campus. ([Click here for a Separation Notice form.](#))

2. The vacancy will be posted for seven (7) business days to the HRS web site at www.hrs.appstate.edu, the NC Employment Security Commission, the HRS job hotline (828) 262-6488, and displayed on the HRS bulletin board in Founders Hall. If it is necessary to advertise more widely due to recruitment difficulties or to promote Equal Employment Opportunities, Human Resource Services will assist in contacting newspapers, professional journals, etc.

Note: Position vacancies may be posted internally if the supervisor chooses. This means only permanent employees with the State of North Carolina may apply for internal postings. Internal postings are not advertised on the Human Resource Services website, but they are posted on the HRS bulletin board and within your specific department. This limits the number of applications a department has to review if they already have a qualified internal applicant in mind. Internal position vacancies are posted for five (5) business days.

3. Application forms will be accepted by Human Resource Services until 5:00 p.m. on the deadline date. No applications will be accepted after the advertised deadline date.
4. **Internal permanent applicants (State of North Carolina permanent employees) must be given priority consideration for promotional opportunities, and the Reduction-in-Force (RIF) policy must be followed.** ([Click here to read the RIF policy.](#))
5. A minimum of three (3) candidates must be interviewed for any advertised position. In rare cases where there are not three (3) qualified candidates, you have the option to interview only those candidates or to repost the position as outlined in Step 2 above.
6. When a position deadline, Human Resource Services screens employment application forms to determine if they meet the minimum state requirements for that position. Referred application forms are then made available for viewing online by your department (normally two days after the deadline date). HRS will notify your department by e-mail to let you know applications are ready to be viewed. Applications are in .pdf format, and you will need to have an Acrobat Reader installed on your computer in order to view the applications.

Your department may designate as many as eight (8) people to view applications online. Please e-mail their names and e-mail addresses to Nancy Crowell at crowellnd@appstate.edu.

The hiring department is responsible for selecting applicants and scheduling interviews. Department must e-mail Nancy Crowell at crowellnd@appstate.edu with names of interviewees. All questions during the interview process should be job related, with all applicants being asked the same questions. Interview questions must be submitted to HRS at the end of the process prior to making an offer.

7. **Both the Appalachian State University Associate Compliance Officer and the Compliance Officer must sign the Staff Compliance Report before an offer of employment can be extended.** The supervisor will be notified once the Compliance Report has been approved. At that time, the hiring supervisor should make the official offer of employment. The supervisor must notify HRS if the offer of employment is accepted and the start date for employment. ([Click here for Staff Compliance Report.](#))

Departments under the Vice Chancellor of Academic Affairs must submit the approved Salary Reserve Authorization Form to HRS. ([Click here for Salary Reserve Authorization Form.](#)) The other Vice Chancellor areas must submit a salary recommendation along with the Compliance Report.

Prior to making an offer of employment, references must be checked on the individual selected for the position. **Reference checks should only be made after completing the interview.** The hiring supervisor should check the references and complete the HRS Reference Record form. One completed Reference Record must be returned to Human Resource Services with the Staff Compliance Report. ([Click here for Reference Record form.](#))

In compliance with NC State Law, at the conclusion of the hiring process, **interviewed applicants and all internal applicants** must receive a letter from your department notifying them of their status. ([Click here for sample letter.](#))

8. On the first day of employment, new staff members should come to Human Resource Services to fill out the Employee Data Sheet packet which includes: a) Employee Data Sheet, b) W-4, c) NC-4, d) Automatic Payroll Check Deposit, e) Profile Update, f) Employment Eligibility Verification I-9, and g) Statement of Selective Service Registration Compliance.

Federal regulations require proof of eligibility for employment in the United States. Employees should come prepared to present documents that establish both identity and employment eligibility. Usually this will include a passport (which will suffice for both forms of verification) or a) driver's license and Social Security Card or b) driver's license and an original or certified copy of a birth certificate.

Employees should also bring a voided check from their checking account for automatic deposit purposes. However, if the employee chooses automatic deposit to a savings account, he/she must furnish the savings account number along with the bank routing number.

9. All new University employees are hired under a probationary period, ranging from three to nine months, based upon the supervisor's recommendation. At the end of the stated probationary period, the supervisor will receive a letter from Human Resource Services either requesting a recommendation for permanent status or an extension of the probationary period. The employee will be sent a notification letter from HRS based upon this recommendation.
10. A Staff Employee Work Plan (Form PM-1) should be completed and reviewed with each new employee within the first two weeks of employment. The work plan will be the basis for the employee's appraisal at the end of the work cycle. ([Click here for PM-1.](#))
11. Physical examinations are required for certain positions on campus. These include housekeepers, physical plant employees, and food service workers, among others. ([Click here for a complete list.](#)) If your department requires its employees to have the physical exam, it should be completed within two weeks of employment and the form returned to Human Resource Services. ([Click here to access a Physical Examination form.](#)) If an appointment for the exam cannot be secured prior to beginning employment, the employee should be permitted to schedule and attend the appointment during working hours.
12. For specific positions, education and certification credentials will be checked within the first month of employment. False information may be grounds for dismissal.

For questions concerning the employment of staff (SPA) employees, please contact Doris Greer at 262-3186, greerdw@appstate.edu; Nancy Crowell, 262-6520, crowellnd@appstate.edu or Daniel Bryan at 262-3186, bryande@appstate.edu.