

## Recruiting Solutions (RS)

### Faculty & Post-Doc Recruit/Appoint Process

#### Request to Recruit (R2R)

1. Department completes R2R packet with Chair and the Assistant Dean for Gender Equity signatures on the R2R Form, uploads full packet as .pdf in Recruiting Solutions, enters information into RS as DRAFT (do not submit), put the RS # on the R2R, and gives packet to the Office of Education and Faculty Affairs.

The Chair and the Assistant Dean for Gender Equity will discuss recruiting strategies to increase women in the applicant pool, search committee composition and training, and applicant tracking.

Packet includes:

- a. Request to Recruit (R2R) Form (<https://med.und.edu/education-faculty-affairs/faculty-appointments.html>).
  - b. Advertisement (using template attached) – when advertising externally, make sure advertisement has the complete URL to get applicants to correct job posting page.
  - c. Position Justification Form.
  - d. Essential Functions and Requirements.
  - e. 100-point qualification screening sheet (must be in increments of 5) with minimum requirements and points for each requirement mandatory to move forward in process (must include veteran and disabled veteran at 5 points each - see attached example).
  - f. Preferred qualification screening sheet with points to narrow down the field. (see attached example).
2. Department gives R2R packet with Chair and Assistant Dean for Gender Equity signatures to EFA for review. EFA will obtain the other required signatures.
  3. The Dean's Office will forward to the Executive Committee (if appropriate) for approval.
  4. The SMHS Dean will review and sign for approval.
  5. The approved R2R with Dean's signature goes to EFA and the Department.
  6. The department will then upload signed R2R form to RS and SUBMIT recruitment for final approval.
  7. Position will be advertised on UND Website, Job Service and Indeed.com.
  8. Department should verify position is listed on HR website.
  9. The minimum recruiting is 14 day from initial posting. The day after the "review by" or "deadline" date, applications will begin to be routed via email to the department hiring manager that was noted in RS. The hiring manager (typically an administrative support person within the department) will complete the 100-point qualification screening sheet and forward only those applicants that meet **all** minimum qualifications along with the preferred qualification screening sheet to the search committee. Please note, for minimum requirements, the candidate must get all of the points or none, they cannot get partial points. If an applicant receives 90 or above, they must have an initial interview. The applicants should be listed from the most points to the least points on all screening sheets.

The position stays posted until a R2A is received.

This link will take you to the UND Hiring & Onboarding Employees page with Recruiting Solutions Resources:  
<https://campus.und.edu/human-resources/managers-toolbox/hiring.html>

## Request to Appoint (R2A)

1. Department completes packet with Chair and the Assistant Dean for Gender Equity signatures on the R2A Form:

Packet includes:

- a. Request to Appoint (R2A) Form (<https://med.und.edu/education-faculty-affairs/faculty-appointments.html>).
- b. Draft Letter of Offer (LOO) – with DRAFT watermark and no signatures.
- c. Department CPT Faculty Appointment Request Form (for all academic faculty) – <https://med.und.edu/education-faculty-affairs/files/docs/faculty-appointments/faculty-appointment-review-form.pdf>.
- d. Application/requested application documents of chosen candidate.
- e. Completed 100-point qualification screening sheet - points received must be all or nothing, cannot be partial points, rationale is either “meets minimum requirements” or “does not meet minimum requirements”
- f. Completed preferred qualification screening sheet must have all candidates that met the minimum requirements. Rationale must be based on requirements, position, interview, etc.; applicants cannot be compared to one another. Points on preferred requirements can be partial, identify which applicant is the preferred candidate and if there is a 2<sup>nd</sup> choice. On all screening sheets the applicants should be listed from most points to least points
- g. If moving expenses are offered, the Authorization for Moving Expense Reimbursement form must be part of the packet.
- h. EFA will acquire the School CPT review letter for all academic appointments once the R2A packet is received with items a-g.

It is the responsibility of the department to inform all candidates of their status concerning the position.

2. Department gives R2A packet with Chair and Assistant Dean for Gender Equity signatures to EFA for review. EFA will obtain the other required signatures.
3. The SMHS Dean will review and sign for approval.
4. The approved R2A with Dean’s signature goes to EFA and the Department
5. The department will upload signed R2A form into RS and complete the process for hire in RS.

**UNIVERSITY OF NORTH DAKOTA SCHOOL OF MEDICINE AND HEALTH SCIENCES,  
Department of [Department Name], [Position Title], Position #[XXXXXX]**

**Description**

**Compensation and Appointment**

**Position:**

**Rank:**

**Remuneration/Salary: \$, commensurate with experience and qualifications.**

**Benefits:** Includes single or family health care coverage (premiums paid for by the university), basic life insurance, EAP, retirement plan, and tuition waiver. Optional benefits available: supplemental life, dental, vision, flexible spending account, supplemental retirement plans.

This position is a twelve (12) month, non-tenure track, special appointment OR tenure-track appointment, with University of North Dakota (UND) School of Medicine and Health Sciences (SMHS), Department of X

**Job Summary and Responsibilities:**

**Minimum Requirements:**

- Minimum #1
- Minimum #2
- Successful completion of criminal history records check

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the U.S. and to complete the required employment eligibility verification form upon hire.

**Preferred Requirements:**

- Preferred #1
- Preferred #2

**To Apply:** Review of applications will begin on mm/dd/yyyy. Position is open until filled.

**OR**

**To Apply:** Closing date to apply is mm/dd/yyyy. For full consideration, all application materials must be fully submitted by 11:59 PM on mm/dd/yyyy.

Applications must include the following material: PLACE REQUIRED DOCUMENTATION INFORMATION HERE.

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**Additional Information**

To find out why living and working in Greater Grand Forks is way cooler, check out [Grand Forks is Cooler](#).

All information listed in this position announcement will be used by Human Resources, the Hiring Department, and EO/Title IX for screening, interviewing and selection purposes.

**Confidentiality of Application Materials**

Pursuant to NDCC 44-04-18.27, applications and any records related to the applications that identify an applicant are confidential, except records related to the finalists of the position, which are open to the public after the search committee has identified the top three finalists who will be invited to campus.

**EEO Statement**

The University of North Dakota is an Affirmative Action/Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or other protected characteristic. Women, minorities, veterans, individuals with disabilities, and members of other underrepresented groups are especially encouraged to apply. Applicants are invited to provide information regarding their gender, race and/or ethnicity, veteran's status and disability status as part of the application process. This information will remain confidential and separate from your application.

**Veteran's Preference**

Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability (less than one year old) from the Veterans' Administration.

**Clery Statement**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of North Dakota publishes an Annual Security and Fire Safety Report. The report includes the university's policies, procedures, and programs concerning safety and security, as well as three years' of crime statistics for our campus. As a prospective employee, you are entitled to a copy of this report. The report and statistical data can be found online at UND.edu. You may also request a paper copy of the report from the UND Police Department located at 3851 Campus Road, Grand Forks, ND, 58202.

TITLE							
Initial Screening 100 Point Rating Sheet							
Minimum Requirements							
<b>Points</b>				<b>5</b>	<b>5</b>	<b>100</b>	
<b>Candidate</b>	<b>Minimum 1</b>	<b>Minimum 2</b>	<b>Minimum 3</b>	<b>Veteran</b>	<b>Disabled Veteran</b>	<b>TOTAL</b>	<b>Rationale Meets or Does Not Meet</b>
<p>No limit on number of minimum requirements  Total for minimum must equal 100 and must have Veteran (5 pt) and Disabled Veteran (5 pt)  Applicant must receive all or nothing for each requirement.  Applicants must be placed in order of points with the highest being first.  All applicants that receive 90 or more points must be moved forward, placed on the preferred screening sheet and receive an initial interview</p>							

TITLE						
Preferred Screening Rating Sheet						
Preferred Requirements						
<b>Points</b>						
<b>Candidate</b>	Preferred 1	Preferred 2	Preferred 3	<b>TOTAL</b>	Interview (Y/N)	Rationale for Selection/Non-selection
No limit on number of preferred requirements Applicants can receive partial points for preferred requirements.						