This manual outlines the process for filling faculty, limited term researcher, postdoctoral fellow, postdoctoral researcher, exempt and nonexempt staff vacancies. The University is an equal opportunity employer, and it requires steps be followed in the recruitment process to meet equal opportunity regulations. The official University policy 4-1 Affirmative Action/Equal Opportunity Hiring and Recruitment Policy can be found at [http://www.udel.edu/ExecVP/polprod/4-01.html](http://www.udel.edu/ExecVP/polprod/4-01.html).

If at any time there is a question about this policy or the recruitment process, please call your dean/director’s office, HR Recruitment Office (302-831-2171) or Office of Equity & Inclusion (302-831-8063) before moving forward with the hiring process. A meeting can be arranged with the search committee to review policies and procedures.

**STEP 1:  OBTAIN APPROVAL TO START SEARCH**

When you search for any position, you need to follow the guidelines set forth by your college or department, (i.e., authorization of the dean’s or director’s office may be required prior to the start of the recruitment process) as well as those outlined in this manual.
STEP 2: REQUEST TO RECRUIT WEBFORM

Log in to the UD Central Authentication Service (www.udel.edu/webforms):

Only the originator of the Request to Recruit form and those who are approvers on this form can initiate subsequent forms (Request to Recruit Advertising and Search Committee form, the Request to Recruit Applicant Pool form, Request to Recruit Add Applicant Pool form, and Request to Recruit Offer Status form).
Choose “Blanks” from the tabs
Choose “HR Request to Recruit”

The Request to Recruit form can be used to replace an existing position or create a new position. If replacing someone, you must know the incumbent’s position number. If you do not know this number, please contact your departmental HR Liaison or the Payroll and Records Management Office at 302-831-8677.

This form is used to request to fill a position. Please make sure the position data and job description reflect the position you want to fill.

Note: Approval of this form only indicates that this position can be filled.
Please note: Choose an existing position number OR create new… not both!

If an existing position, the form will pre-populate all fields—except for proposed rate, proposed hire date, and position type—with data from the current incumbent, or if vacant, with data from the most recent incumbent. If proposed salary is different from the compensation rate, be sure to change the amount fields under funding source to coincide with the proposed salary.

If a reclassification of an existing position was requested and approved, you must do three things in this order:

1. Complete the Position Change form (located in webforms).
2. Have it processed by Payroll and Records Management.
3. Submit the Request to Recruit form.

The Request to Recruit form must reflect the reclassified position data.

Note: If proposed salary is above mid-point of salary level the form will be routed to Compensation for review.
If you have a question about filling in any of the values, please contact your departmental HR Liaison or Recruitment at 302-831-2171.

Continue to fill in the remainder of the form:
Please cut and paste email approvals (if any) from the dean/director into the Comments box. Once you have received the approved Request to Recruit form you need to initiate the Request to Recruit Advertising and Search Committee form.

**Note:** Only the originator of the Request to Recruit form and those who are approvers on this form can initiate subsequent forms (Request to Recruit Advertising and Search Committee form, the Request to Recruit Applicant Pool form, Request to Recruit Add Applicant Pool form, and Request to Recruit Offer Status form).
Approvals:

The department chairperson/director is the first approver.

Select an account code administrator from the drop down box.

The rest of the routing is hard coded and will route to the appropriate individuals.

**NO RECRUITING ACTIVITY CAN TAKE PLACE UNTIL THIS FORM IS RETURNED WITH ALL REQUIRED APPROVALS**

**Note:** All RTRs (except faculty) require approval from the Executive Vice President or Vice President for Administration. All RTRs for new positions require approval from Executive Vice President/Vice President for Administration and/or President.
STEP 3: ADVERTISING AND SEARCH COMMITTEE

Once the Request to Recruit form is completed and returned with all of the required approvals, the next part of the process can start. In special cases where a waived search was granted, continue on to Step 4. If “waived” search be sure to forward to the Recruitment Office, 413 Academy Street, a completed Applicant Information Form (even if applicant is currently employed by the University) and a copy of their CV/resume copied front to back.

Normally, the search for full-time faculty is on a regional and national level. If this is not the case for the search you are conducting, you may be asked to explain why you are only searching locally.

In the approved Request to Recruit form, click on the link in the upper right hand corner to start the Advertising and Search Committee webform.

The purpose of this form is to inform Recruitment where you’d like to advertise the position and in the case of Faculty and Exempt positions it will identify the search committee.

**Note:** If the position is in an underrepresented job group, unit/department may be required to advertise in approved diverse publications.
Fill in all blanks in the form.

You can attach a proposed advertisement OR type the text in the appropriate box (a job description is not a job ad).

Keep in mind that the advertisement must contain an address to mail resumes/CVs, not just an email and phone number contact, as well as a deadline. The position announcement for faculty and chairpersons must include the statement “The curriculum vitae and letters of reference shall be shared with departmental faculty.” Transcripts should not be requested with resumes/CVs – they can be obtained from the finalists.
If you need help in composing the position announcement, contact Recruitment at 302-831-2171. See sample below.
SAMPLE OF AD:

5378 Research Coordinator (Level 12) Psychology

DEADLINE: July 8, 2010

RESPONSIBILITIES:
Under the general direction of the Principal Investigator, the Research Coordinator will oversee all day-to-day activities of the research program, which is funded by the National Institute of Mental Health. Responsibilities include ensuring adherence to all research protocols, managing the procurement and allocation of laboratory resources, and recruiting and scheduling participants. The Research Coordinator is also responsible for the training and supervision of the graduate and undergraduate researchers involved in this project.

QUALIFICATIONS:
Bachelor’s degree and two years of progressively responsible job-related experience, including at least two years experience administering a research program. Experience in recruiting community research participants, working with high-risk children, managing large data base, and supervising research staff preferred. Knowledge of administrative procedures for state and federal grants. Demonstrated ability to work with others in research and treatment settings. Experience and skill in writing administrative and technical reports desirable. Effective verbal and written communication skills. Ability to work with a diverse population and coordinate multiple facets of a program. Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues. Knowledge of contracts and grants preparation and management. Records maintenance skills. Ability to supervise and train staff, including organizing, prioritizing, and scheduling work assignments. Skill in budget preparation and fiscal management preferred. Skill in the use of personal computers and related software applications.

To Apply:
Send letter of interest, resume, and the names, addresses and telephone numbers of three references to Kimberly Juliano at kjuliano@udel.edu or by mail to Kimberly Juliano, University of Delaware, 108 Wolf Hall, Newark, DE, 19716.

Additional information about the department and the University of Delaware:
Department of Psychology  |  Benefits Brochure  |  UD Homepage
List the journals and web sites where you want to advertise. Be specific and note if there are special deadlines to be met. If you are requesting to advertise in a publication and/or listserv where you and/or someone in your department is a member please note this information in the comments section. If you or someone in your department want to place the advertisement once Recruitment has approved the ad text please note this in the comments section of the form.

Note: All Exempt and Faculty positions will be posted on HigherEdJobs.com at no cost to the unit.
Please provide speed type if selecting any form of advertisement other than University hotline. Account: 144000 (hard coded on form)
Enter the names of the search committee and indicate the chair of the committee – enter email address (ex., jdoe@udel.edu) only if they are University employees. If this is a nonexempt search, search committee fields will not appear on the form.

Search committees should be composed of diverse members. If it is not, the form may be returned to originator so a diverse committee can be identified.
Approvals:

First approver: department chair/director

Second approver: account code administrator (if requesting advertising other than the University hotline).

The remaining approvals are hard coded and the form will route to the appropriate approvers.

Please make sure you have allowed sufficient time for the forms to be routed and approved in order to meet desired advertising deadlines.

Recruitment will send electronically a file containing advertisements and prices. In conjunction with the account code administrator, determine which advertisements you wish to place. The cost for advertisements is paid by the hiring department.

Note: All new ads are placed on UDJobs on Tuesday. The deadline for an ad to be placed is close of business on Monday.
STEP 4: APPLICANT INFORMATION FORMS

As resumes and/or CVs are received, an Applicant Information Form (AIF) (purchased through Blue Hen Market http://www.udel.edu/bluehenmarket/ ID#9070005 or available electronically on the HR website http://www.udel.edu/udjobs/recruittools/aif.pdf) must be sent to the applicants along with a letter of acknowledgement. Candidates may not be interviewed until the form is completed. AIFs can be sent through email or regular mail but must be accompanied by an acknowledgement letter.

Write or type the four (4) digit search requisition number, in the space marked, applying for: requisition _ _ _ _ as well as the job title and department name. If you do not know the number, please contact your HR Liaison or the Recruitment Office.

Note: Applicants must be instructed to return AIF’s to Human Resources not the hiring department.

All applicants must complete an AIF (including current employees) and submit a CV/resume for each position.
Acknowledgement letter template

Date

«Title» «First_Name» «Middle» «Last_Name»
«Street_Address»
«City», «State» «Zip»

Dear «Honorific» «Last_Name»:

Thank you for your interest in the [position number and name] position in [department name] at the University of Delaware. In order to obtain consistent information on all applicants and comply with federal reporting requirements, please complete and sign the attached Applicant Information Form and return it immediately either by email to hremployment@udel.edu; by fax to 302-831-6788; or by regular mail to University of Delaware, Office of Human Resources, 413 Academy Street, Newark, DE 19716.

Please be assured that the confidential information at the bottom of the form will not be used to make a hiring decision. We will be in touch with you at a later time to update you on the progress of the search. Thank you for your cooperation.

Sincerely,

Enclosure
Acknowledgement email template

Thank you for your interest in the [position number and name] position in [department name] at the University of Delaware. In order to obtain consistent information on all applicants and comply with federal reporting requirements, please complete and sign the attached Applicant Information Form and return it immediately either by email to hremployment@udel.edu; by fax to 302-831-6788; or by regular mail to University of Delaware, Office of Human Resources, 413 Academy Street, Newark, DE 19716.

Please be assured that the confidential information at the bottom of the form will not be used to make a hiring decision. We will be in touch with you at a later time to update you on the progress of the search. Thank you for your cooperation.
#SAMPLE APPLICANT INFORMATION FORM

(please see Helpful Hints at back of manual)

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**University of Delaware Applicant Information**

**Human Resources**

**Newark, DE 19716**

**(302) 831-2171 – TDD (302) 831-4563**

http://www.udel.edu/hrjob/ 

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**THIS SECTION MUST BE COMPLETED TO BE CONSIDERED FOR A POSITION AT THE UNIVERSITY OF DELAWARE.**

Direct deposit of paychecks is required for all employees.

**APPLYING FOR:**

☐ Regular Full-time  ☐ Regular Part-time  ☐ Temporary

**REQUESTED POSITION:**

[ ] Professor

**DEPARTMENT:** Math

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**APPLICANT'S NAME:** (Last Name, First Name, Middle Initial)

[ ] Mr.  [ ] Ms.  [ ] Mrs.

---

**ADDRESS:**

No. of Street  City  State  Zip Code

---

**TELEPHONE NUMBERS:**

**RESIDENCE** – (Area Code)  1  2  3  4  5  6  7  8  9  0  BUSINESS – (Area Code)  1  2  3  4  5  6  7  8  9  0

---

**ARE YOU LEGALLY AUTHORIZED TO WORK FOR ANY U.S. EMPLOYER?**

☐ Yes  ☐ No

---

**HAVE YOU EVER BEEN CONVICTED OF A FELONY?**

(Divide juvenile and minor traffic offenses)

☐ Yes  ☐ No

---

**HAVE YOU EVER BEEN TERMINATED FROM A JOB OR ASKED TO RESIGN?**

☐ Yes  ☐ No

---

**ARE YOU CURRENTLY A PERMANENT PARTY FULL-TIME EMPLOYEE OF THE UNIVERSITY OF DELAWARE?**

☐ Yes  ☐ No

---

**SIGNATURE:**

---

**DATE:**

---

The University of Delaware is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity, veteran status, and any other legally protected status.

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**FEDERAL REGULATIONS REQUIRING AFFIRMATIVE ACTION REQUIRE THAT THE UNIVERSITY COLLECT THE FOLLOWING INFORMATION FROM ALL APPLICANTS.**

**CHECK THE RACIAL OR ETHNIC GROUP WITH WHICH YOU IDENTIFY:**

- Hispanic or Latino
- American Indian or Alaska Native
- Black or African American
- White or Caucasian
- Native Hawaiian or Other Pacific Islander
- Asian
- Native American or Alaskan Native
- Other
- Not Hispanic or Latino

**CHECK THE ALLOCATED BOX:**

- Male
- Female

---

**HOW CAN YOU FIND OUT ABOUT THIS EMPLOYMENT OPPORTUNITY?**

- University Hotline
- Chronicle of Higher Education
- Newspaper (specify)
- Professional Journal (specify)
- Other:

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**2020/21**

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STEP 5: ENTERING APPLICANTS

The link to this form is found in the approved Advertising and Search Committee form in the upper right hand corner in the status box.

Once the applicants have submitted their AIFs to Human Resources, their names will be in the lookup box. If they are not in the lookup box, they have not returned an AIF.

Please compare data in applicant lookup box with the cvs/resumes you have received for this search. **Please note Important Information:** If you have a cv/resume for an applicant whose name does not appear in the lookup box, **you must hand/key the information into the appropriate boxes and send a reminder to the applicant to complete the AIF.**
Please use the lookup box to confirm that all applicants have been entered. If there are applicants missing you will need to add them (whether or not you intend to interview them all applicants need to be entered.) **Please make sure an applicant is only entered one time.** Select interview yes or no and select add to add the candidate’s name to either the interview pool (interview – yes) or the applicant pool (interview – no).

If all applicants are in the lookup box, select applicant’s name, click on finish and submit. The applicant’s id# will be added to the form. Scroll down and select interview-yes, and click on add. This will add the applicant’s name to the interview pool. Remember, there is no need to do anything with those in the lookup box unless you want to interview them.

Send copies of finalists’ resumes/CVs (copied back and front) to the Recruitment Office, 413 Academy Street, and to the Dean/Director’s office (if your department requires it).

Approvals:

First approver: department chair/director

The remaining approvals are hard coded and will be sent to the appropriate people.

*Note: Your college/department may require additional approvers.

***Very Important***

You can not interview candidates until this step is completed and affirmative action has approved the applicant pool. You risk having the search failed by affirmative action if it is determined this step was skipped.

Once this form is returned with all approvals, the search committee may contact the candidates to arrange interviews.
Add Applicant Pool form

If the resumes/CVs are received after this form is routed and initial short list is approved, or if after you have conducted interviews and would like to invite additional candidates for an interview, you can use the Add Applicants/interviewees form to request Affirmative Action approval of the additional candidates. Be sure to send copies of the resumes/cvs (copies back to back) to the Recruitment Office, 413 Academy Street. The link to this form is in the approved “Applicant Form” in the status box.
Once this form is returned with all approvals, the search committee may contact the candidates to arrange interviews.

**STEP 6: OFFER LETTER**  
(For Faculty, Limited Term Researcher, Post Doctoral Fellow, Post Doctoral Researcher, and Exempt staff)

After all interviews are completed and a successful candidate has been chosen by the search committee, the department should prepare an offer letter.

The letter must be sent to the dean’s/director’s office for review before completing the Offer Status web form.

Do not extend an offer of employment until the letter has been reviewed by the dean’s/director’s office and routed through the system as outlined in the next step.
STEP 7: OFFER STATUS - Faculty, Limited Term Researcher, Post Doctoral Fellow, Post Doctoral Researcher, and Exempt

It is time to complete the final web form in the process.

From the approved Applicant Pool (or Add applicants) webform, choose the link Offer Status.

![Offer Status Form](image)

On this form, you will see a text box for each candidate that you interviewed.

In each text box, you must explain why a candidate was chosen or not chosen for the position. A reason is needed for EACH candidate, and the explanation must be specific to criteria in the job description.

After choosing next step – you will see the following screen.

NOTE: The reviewed and approved offer letter from the dean’s/director’s office must be received by the originator before completing this web form.
From the Select a Candidate dropdown box, choose the successful candidate.

Enter the proposed salary and hire date.

**Note:** If the proposed salary is above mid-point for salary level – form will be routed to compensation for review and Vice President for Administration for approval.

Copy and paste the approved offer letter into the Proposed offer letter text box.

Add any additional comments if necessary.

Approvals:

First approver: department chair/director

Second approver: account code administrator

The remaining approvals are hard coded and will be sent to the appropriate people.

**Very Important**

Do not mail the offer letter until this form is returned to the department with the appropriate approvals.

It is acceptable to call the candidate once the offer status form has been approved. If the offer in the approved letter is not acceptable to the candidate, negotiations can happen over the phone. If the offer changes (start date, salary, etc.) the offer status form must be re-routed for approvals before officially offering the position.

**STEP 8: COMPLETING THE OFFER STATUS**

When the signed offer letter is returned to the dean’s/director’s office, the final approver can then approve the last step of the recruitment process. In the Offer Status web form the Final Approver needs to state if the offer was accepted and if the search was successful.

**Do not approve the web form as final approver until the signed letter has been received.**
STEP 7: OFFER STATUS – Nonexempt positions (Salaried Staff/Hourly)

It is time to complete the final web form in the process.

From the approved Applicant Pool (or Add applicants) webform, choose the link Offer Status.
On this form, you will see a text box for each candidate that you interviewed.

In each text box, you must explain why a candidate was chosen or not chosen for the position. A reason is needed for EACH candidate, and the explanation must be specific to criteria in the job description.

After choosing next step – you will see the following screen.
Offer Details

<table>
<thead>
<tr>
<th>Select a candidate:</th>
<th>Choose one</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed full time annual offer amount:</td>
<td>$100,000</td>
</tr>
<tr>
<td>(use whole dollars except for hourly positions, which use dollars and cents)</td>
<td></td>
</tr>
</tbody>
</table>

| Proposed hire date: | 1/1/2023 |
| (use format mm/dd/yyyy) |

| Comments: |
| |

Reading and Authentication

<table>
<thead>
<tr>
<th>Role</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originator</td>
<td>Delano, Cindy H</td>
</tr>
<tr>
<td>Approver</td>
<td>Delano, Cindy H</td>
</tr>
<tr>
<td>Approver</td>
<td>Delano, Cindy H</td>
</tr>
<tr>
<td>Approver</td>
<td>Recruitment-AS</td>
</tr>
<tr>
<td>Approver</td>
<td>Recruitment</td>
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<tr>
<td>Approver</td>
<td>Recruitment</td>
</tr>
<tr>
<td>Approver</td>
<td>Budget Office</td>
</tr>
<tr>
<td>Approver</td>
<td>HR PD</td>
</tr>
</tbody>
</table>

Completed on: 1/1/2023
From the Select a Candidate dropdown box, choose the successful candidate.

Enter the proposed salary and hire date.

Add any additional comments if necessary.

**Approvals:**

The approvals are hard coded and will be sent to the appropriate people.

Once the offer form is received and reviewed by Recruitment you will be asked to complete 2-3 professional reference checks on the chosen candidate. Forward the completed reference checks to the Recruitment Office via fax to 831-6788. The offer will be reviewed and you will receive a note stating the offer has been approved and can be extended to the candidate.

**Note:** Although these are separate web forms they are linked and you cannot delete one of the forms or you will have to begin again with the initial Request to Recruit.
Helpful Hints

RTR Step 1:
• Approval of this form only indicates that this position can be filled.
• The RTR form should reflect the reclassified position data.
• If proposed salary is above mid-point of salary level the form will be routed to Compensation for review.
• Only the originator of the Request to Recruit form and those who are approvers on this form can initiate subsequent forms (Request to Recruit Advertising and Search Committee form, the Request to Recruit Applicant Pool form, Request to Recruit Add Applicant Pool form, and Request to Recruit Offer Status form).
• All RTRs (except faculty) require approval from the Executive VicePresident or Vice President for Administration.

RTR (Advertising and Search) Step 2:
• Note: If the position is in an underrepresented job group, unit may be required to advertise in approved diverse publications.
• All Exempt and Faculty positions will be posted on HigherEdJobs.com at no cost to the unit.
• Search committees should be composed of diverse members. If it is not, the form may be returned to originator so a diverse committee can be identified.
• The deadline for an ad to be placed on UDJobs is close of business Monday. All positions are posted on Tuesday.
• Applicants must be instructed to return AIF’s to Human Resources not the hiring department.
• Applicant Information Forms must contain the Requisition #, Position Title and Department of vacancy in order to be input into Peoplesoft. There will be more work for the department on RTR Step 3 if this is not done correctly.

RTR (Applicant Pool) Step 3:
• If you have a cv/resume for an applicant whose name does not appear in the lookup box, you must hand key the information into the form.
• Applicants MUST meet the minimum requirements listed on the job description in order to be interviewed.

RTR (Offer Status) Step 4:
• If proposed salary is above mid-point for salary level, Vice President for Administration approval is required.
December 22, 2009

Dear Colleagues,

The University of Delaware is a federal contractor and is obligated to comply with federal anti-discrimination laws when conducting searches to fill employment vacancies. University of Delaware policy requires a thorough search of the relevant employment market for qualified candidates, including women and minority candidates. We have been advised by legal counsel to restrict the practice of waiving search requirements. Therefore, the standard practice for all faculty, salaried staff (nonexempt) and professional (exempt) searches will be to advertise and conduct a search for qualified applicants. A search waiver will be permitted only in exceptional circumstances, and must be approved in advance by the Vice President for Administration.

Search waivers are still permitted for Post Doctoral Researchers, Post Doctoral Fellows and Limited Term Researchers. However, transfer of someone from one of these positions into a classified position requires a search and the hiring of an incumbent employee is prohibited if there is a more qualified candidate in the pool.

If you should have any questions, please do not hesitate to contact me.

Very truly yours,

J. J. Davis
Vice President for Administration