Competitive and Non-Competitive search options for AP faculty and staff positions

Updated 8/30/19
Recruitment and Search Strategies Updates

Recruitment and search strategies have been updated to clarify processes and enable implementation in the PageUp Applicant Tracking and Onboarding System.

- Updated criteria for using search options that are limited to candidates from within the department or university.
- Updated types of competitive and non-competitive actions for staff and AP faculty.
- Updated definitions of “promotions,” added new guidelines on pay and approval.
- Clarified use of the Search Exemption process to fill benefited positions with new employees from outside Virginia Tech.
- Updated TOFO process using on-line PageUp system.
- Updated competitive and non-competitive workflows and approvals.
Recruitment Strategies

Competitive
- Advertised on the Applicant Tracking and Onboarding System (PageUp)
- Posting made available to multiple candidates
- Includes searches limited to departmental or university candidates only
- Candidates must apply through Applicant Tracking and Onboarding System

Non-competitive
- A current employee is being moved to a new role (promotion, transfer etc.)
- Applicant Tracking and Onboarding System used to track the new position description and initiate pay changes, but no public posting is created

Search Exemption
- Process to hire a **NEW** employee into Virginia Tech (faculty positions only)
- Non-competitive
- Reviewed by Office for Equity and Accessibility
- Applicant Tracking and Onboarding System used to track the new position description and make a job offer, but no public posting is created
Limiting Search Options

- Vacant salaried positions may be filled through searches that are limited to current Virginia Tech employees and posted as university or department only if there are no affirmative action placement goals. Hiring managers should consult with their HR representative to determine the best use of searches that are limited to university or departmental employees.

- Department or university only recruitment may be used for positions with affirmative action placement goals if potential applicant pool includes representation to achieve goal.

- Internal candidates must have been in their job for at least 6 months.

- Internal candidates must have entered through a competitive process. Internal hourly paid wage employees who were hired through a competitive process are eligible. Emergency hire and student wage workers are ineligible.

- All vacant wage positions (except emergency hire positions) must be posted as open to the public.

- Hiring managers should work closely with their HR representative to determine if a limited search or open search fulfills Virginia Tech’s commitment to equal opportunity.
### Competitive Actions

**New Hire** – hired through a competitive process into a benefited position. New to Virginia Tech. New position number.

**Rehire** – hired into a benefited position through a competitive process after a break in service. New position number.

**Transfer from Agency** – hired into a benefited position through a competitive process at Virginia Tech after working at another state agency. No break in service. New position number. Pay may or may not change.

**Transfer Competitive** – current benefited Virginia Tech employee hired into a different position through a competitive process. New position number. Pay may or may not change.

**Promotion** – current Virginia Tech benefited employee is the selected candidate for a position with duties having greater levels of authority and responsibilities. Typical promotions include adding direct reports (increasing span) and adding organizational levels. Pay increase required. New position number required.
Non-competitive Actions

**Transfer Voluntary** (staff and AP) – current benefited Virginia Tech employee moved into a different position at the request of the employee. New position number. Pay may or may not change.

**Promotion** (staff and AP) – current benefited Virginia Tech employee assumes new duties with greater levels of authority and responsibilities. Typical promotions including adding direct reports (increasing span) and adding organizational levels. Pay increase required. New position number required.

**Role Change** (staff) – current benefited Virginia Tech employee assumes additional duties/responsibilities as the position grows over time. No change in organizational level or span. Movement into a higher pay band. Same position number. Pay may or may not change.

**Change of Duties** (AP) - current benefited Virginia Tech employee assumes additional duties/responsibilities over time. No change organizational level or span. Non-competitive. Same position number. Pay may or may not change.

**Discipline/Performance** (staff and AP) – current benefited Virginia Tech employee with a change in duties due to a documented discipline or performance issue. Pay decrease required. New position number.

**Reassignment** (AP) – current benefited Virginia Tech employee moved to a different position based on operational needs. New position number. Pay may or may not change.
Competitive Promotions - Staff

Definition

- As a result of a search using an advertised posting, movement of current benefited Virginia Tech employee from one position to another where the employee assumes new duties with greater levels of authority and responsibilities. Typical promotions include adding direct reports (increasing span) and adding organizational levels. New position number required.

Pay Guide

- Recommended pay should be increased to at least 75% of the market median of the new position.

Approval

- Division Directors: May approve any salary within the hiring range established prior to recruitment. Exceptions approved by the Comp Director.
- Non Division Directors: Salary offer must be pre-approved by HR Generalist within the hiring range established prior to recruitment. Exceptions approved by the Comp Director.
Competitive Promotions - AP Faculty

Definition

- As a result of a search using an advertised posting, movement of current benefited Virginia Tech employee from one position to another where the employee assumes new duties with greater levels of authority and responsibilities. The promotion is characterized by 1) greater authority for additional organization layers 2) greater responsibility, including adding direct reports (spans) 3) recognition of competency consistent with the field or profession 4) New working title. (New position number required.)

Pay Guide

- Recommended pay should be increased to at least 75% of the market median of the new position. Where a position group does not have an identifiable market median, salary should be increased to the minimum of the hiring range established during the posting phase.

Approval

- Division Directors: May approve any salary within the hiring range established prior to recruitment. Exceptions approved by the Comp Director. Senior management approves final offer. Internal competitive actions may require salary approval by SVP/Provost and/or President prior to an offer being made.

- Non Division Directors: Salary offer must be reviewed by HR Generalist within the hiring range established prior to recruitment. Exceptions reviewed by the Comp Director. Senior management approves final offer. Internal competitive actions may require salary approval by SVP/Provost and/or President prior to an offer being made.
### Non-competitive Promotions - Staff

#### Definition
- Movement of current benefited Virginia Tech employee from one position to another where the employee assumes new duties with greater levels of authority and responsibilities. A job card is created, but there is no posting. Typical promotions include adding direct reports (increasing span) and adding organizational levels. Non-Competitive option can be used when 1) A restructuring results in the need for a higher level position 2) A vacant senior position will be filled from one of a group of similarly situated subordinate staff 3) An employee achieves a professional milestone requiring recognition as a retention effort. (New position number required)

#### Pay Guide
- Recommended pay should be increased to at least 75% of the market median of the new position.

#### Approval
- Human Resources must approve the use of the non-competitive selection process prior to an offer being made.
- Division Directors: May approve any salary within the hiring range established prior to recruitment. Exceptions approved by the Comp Director.
- Non Division Directors: Salary offer must be pre-approved by HR Generalist with the hiring range established prior to recruitment. Exceptions approved by the Comp Director.
Non-competitive Promotions - AP Faculty

Definition

• Movement of current benefited Virginia Tech employee from one position to another where the employee assumes new duties with greater levels of authority and responsibilities. A job card is created, but there is no posting. The promotion is characterized by 1) greater authority for additional organizational layers 2) greater responsibility, including adding direct reports (spans) 3) recognition of competency consistent with the field or profession 4) New working title. Non-Competitive option can be used when 1) A restructuring results in the need for a higher level position 2) A vacant senior position will be filled from one of a group of similarly situated subordinate staff 3) An employee achieves a professional milestone requiring recognition as a retention effort. (New position number required.)

Pay Guide

• Recommended pay should be increased to at least 75% of the market median of the new position.

Approval

• Human Resources must approve the use of the non-competitive selection process prior to an offer being made.

• Division Directors: May recommend any salary within the hiring range established as part of the position analysis. Exceptions reviewed with the Comp Director. Increases less than 10% approved by Provost or SVP. Increases equal to or greater than 10% approved by President.

• Non Division Directors: Salary offer must be reviewed by HR Generalist within the hiring range established prior as part of the position analysis. Exceptions reviewed by the Comp Director. Increases less than 10% approved by Provost or SVP. Increases equal to or greater than 10% approved by President.
Process to hire a **NEW** employee into Virginia Tech (faculty positions only):
- Non-competitive.
- External candidates only.
- Reviewed by Office for Equity and Accessibility.

- Create or update an existing position description in PageUp.
- Select the search exemption on the job card.
- Upload candidate information and approved salary information.
- Request for search exemption will be reviewed by the Office for Equity and Accessibility.
Workflow for Competitive Staff and AP Selection

- Create a new, or update existing position description in PageUp; approved by hiring manager, Dean/VP, and HR.
- Use the “competitive hire” process on the job card to create the posting, establishing salary hiring range; approved by hiring manager, Dean/VP, and HR.
- Initiate recruitment activities, screen and select candidate.
- Create a candidate offer on the offer card; approved by hiring manager, Dean/VP, and HR.
- If successful candidate is current faculty, salary offer may need additional approvals from Provost, SVP, President.
• Create a new, or update existing position description in PageUp; approved by hiring manager, Dean/VP, and HR.

• Use the “non-competitive hire” process on the job card and establish salary hiring range. No public posting will be created.

• Upload candidate CV and signed P3a-F/S to justify the non-competitive request and salary offer. (The P144 will be used for staff role changes in place of the P3a-S). Approved by hiring manager, Dean/VP, and HR.

• HR will create the applicant to be seated and inform department to initiate offer card.

• Create a candidate offer on the offer card; approved by hiring manager, Dean/VP, and HR.

• If successful candidate is current faculty, salary offer may need additional approvals from Provost, SVP, President.
- **Workflow for Search Exemption (Faculty Only)**

  - Create a new, or update existing position description in PageUp; approved by hiring manager, Dean/VP, and HR.
  - Use the “search exemption” process on the job card and establish salary hiring range. No public posting will be created.
  - Upload candidate CV, signed P3a-F/S to justify the salary offer, and select the search reason type. Approved by hiring manager, dean/VP, and Office for Equity and Accessibility.
  - Once approved, Office for Equity and Accessibility will provide the department a private posting number to create the applicant to be seated and to initiate offer card.
  - Create a candidate offer on the offer card; approved by hiring manager, Dean/VP, and HR.
Next steps

- Workflow updates to eliminate P3a-F/S.
- P3a-F/S or P144 submitted as part of the job card until the PeopleAdmin is no longer in use.
- Salary approvals for internal candidates should be obtained prior to offers – this process will be integrated to the offer card.
- Faculty salary approval requirement are being reviewed with potential for revision.