



## KENTUCKY STATE UNIVERSITY

### Policies and Regulations

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#### **REGULATION TITLE:**

**Recruitment and Hiring**

#### **APPLIES TO:**

**Faculty**

**Staff**

#### **ADMINISTRATIVE AUTHORITY:**

**Office of Human Resources**

#### **APPROVED BY:**

**Office of the President**

#### **EFFECTIVE DATE:**

**July 21, 2025**

#### **NEXT REVIEW DATE:**

**July 21, 2027**

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#### **REGULATION STATEMENT:**

Kentucky State University (KSU) consistently seeks to employ individuals with the requisite skills for a given position. Selection decisions will therefore be based solely on job-related criteria. Employment is offered based upon the job-related qualifications of applicants for employment using fair and valid selection criteria and upon satisfactory completion of all relevant reference checking, pre-employment background checking, credentials verification, and verification of eligibility to work in the United States.

#### **DEFINITIONS:**

##### **Business Day**

A business day is any day KSU is open for business.

##### **Personnel Action Form**

A document used in the Office of Human Resources to record and authorize changes related to an employee's job

status, such as hiring, promotions, transfers, salary adjustments, terminations, and other employment-related changes. It provides a standardized way to document personnel actions, ensuring proper approvals, compliance with KSU policies, and accurate record-keeping.

### **Position Vacancy Form**

A document used to request and gain approval to fill a vacant position. This form is typically submitted to ensure that hiring aligns with KSU's needs, budget constraints, and strategic priorities. The position vacancy form includes details about the vacant position, such as the job title, department, reason for the vacancy, and justification for filling the role. It also requires an attached job description to proceed with posting the position.

## **PROCESS:**

### **Position Vacancy**

If an existing position becomes vacant, or if a new position is requested, the hiring supervisor for that position must complete a position vacancy form. The position vacancy form must then be approved by the hiring supervisor's vice president, the Vice President for Finance & Administration, and the Office of Human Resources (HR). Once the position vacancy form is approved, HR will post the position.

### **Recruitment Posting Period**

Open positions must be publicly posted for a minimum of five (5) business days.

The opening and closing dates are included on each job posting. Only applications received on or before 11:59 p.m. ET on a posting's closing date shall be considered. No employment offer or other commitment may be extended to a candidate prior to the end of the posting period. A department may request to extend the posting period as needed by contacting HR. Extensions to posting periods must be for at least three (3) business days.

The maximum posting period for a position is six (6) months from the date of the initial posting, and this maximum posting period includes initial recruitment processes and extensions.

### **Transfer Opportunities**

To promote career advancement and to fill job openings with individuals who possess the best available skills, permanent full-time or part-time employees are eligible to seek a transfer to another department or to another position within their current department.

The employee must have successfully completed his or her 90-day introductory period and must have served in his or her current position for at least six (6) months before applying for a position change. An employee seeking a transfer is encouraged to notify his or her supervisor before he or she submits an application, but such notification is not required.

Upon the advance approval of their supervisors, permanent full-time or part-time employees may consider time spent in an interview for a KSU position (including travel time, if necessary) as work time. Alternatively, employees may request vacation leave, use other available paid time off, or request a flexible work schedule in accordance with department procedures.

### **Interviews**

Upon request, HR may assist in screening applications for a particular role and disqualify any applicants who do not meet the minimum qualifications of the job description. The hiring official shall create a search committee, which will be charged with evaluating the applications of the qualified candidates.

Each search committee shall be composed of at least three (3) current KSU employees; however, it is preferred that search committees are composed of five (5) employees. Search committees must consist of at least one (1) employee who is not a member of the division within the vacancy. After a search committee has been formed, the hiring official is responsible for sharing applicants with all members of the search committee.

After reviewing the resumes or curricula vitae of all candidates who properly submitted an application for a position, the search committee will select the most qualified candidates and offer them interviews. Although there is not a minimum number of candidates a search committee must interview, it is strongly recommended that a committee interviews at least three (3) candidates before making a hiring decision.

### **Reference Checks**

The search committee shall notify HR of its preferred final candidate. HR will then complete reference checks on the selected finalist prior to making an employment offer. It is recommended that HR completes at least three (3) reference checks before extending an offer to the finalist. A candidate's signed application authorizes KSU to request information pertinent to his or her work experience, education, and training.

### **Background Checks**

Prior to employment, selected candidates must satisfactorily complete a background check conducted through HR.

### **Credential Checks**

Various laws and regulations may require the verification of certain education and professional credentials. These requirements further require appropriate action, up to and including termination of employment for falsification of qualification statements.

HR is responsible for conducting most of the legally required credential verifications and is required to complete such verifications within 90 days of the employee's start date.

The following credentials must be verified:

- The highest post-secondary degree, diploma, or certificate listed on the selected candidate's application for employment; and
- Any professional license, registration, or certification indicated on the selected candidate's application for employment.

When a permanent employee transfers from one KSU department to another, credentials that have already been verified and documented in his or her personnel file do not have to be verified again.

If a selected candidate's highest post-secondary degree is a foreign degree, the hiring department is responsible for verifying it. The hiring department must submit documentation (e.g., certified transcripts, employee-provided proofs of degrees, etc.) of any foreign-degree verification to HR as part of the background check process. **Such documentation should be produced during the hiring process; however, it must be produced within 90 days of the selected candidate's start date.**

Applicants who have obtained their educations outside of the United States and its territories must have their academic degrees validated as being equivalent to the baccalaureate, master's, or doctoral degrees confirmed by regionally accredited colleges or universities in the United States.

### **Falsification of Credentials**

Upon the discovery that an applicant or employee has provided false or misleading information—or omitted information related to education and professional credentials—the hiring supervisor must work with HR to determine the appropriate disciplinary action.

When falsified credentials are discovered prior to employment or transfer, the applicant must be disqualified from further consideration.

If falsified credentials are discovered after employment or transfer, the following will apply:

- Confirmed falsification of credentials required for a position will result in the immediate dismissal of the employee.
- Confirmed falsification of other credentials will result in dismissal, demotion, reduction in pay, or a written warning.

In determining the appropriate disciplinary action, consideration must be given to the sensitivity of an employee's position, the effect of the false information on the hiring decision, the advantage gained over other applicants, and the effect of the false information on starting salary.

Confirmed falsification may also result in criminal charges.

### **Job Offers**

Only HR may extend an offer of employment, and HR will only extend an offer to a search committee's recommended finalist, but only after the requisite recommendation to hire and personnel action form has been completed and the finalist's reference and background checks prove satisfactory.

Any employment offers extended by non-HR employees are invalid and are in direct violation of this regulation.

### **New Hire Date**

HR will work in collaboration with the hiring supervisor to determine the appropriate start date for a new employee. Start dates will be contingent upon the start dates for pay periods and satisfactory background checks, reference checks, and credential checks.

### **Violations**

Employees who are found to have committed a violation of this regulation are subject to disciplinary action up to and including termination of employment. Disciplinary actions will be issued based on the severity of the violations.

## **REFERENCES AND RELATED MATERIALS:**

- Background Checks Regulation
- Probationary Period Regulation

- Promotion and Transfer Regulation

## CONTACTS:

Subject	Office	Telephone	E-mail
Regulation questions	Human Resources	(502) 597-6667	<a href="mailto:Human.Resources@kysu.edu">Human.Resources@kysu.edu</a>

## HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy) (HR Policy Manual)	March 2013	Unknown
Revised	August 9, 2024	Zach Atwell
Revised (Reclassified as a Regulation)	July 21, 2025	Zach Atwell
Revised	March 2026	Human Resources