




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



Updated 10/1/2021

## ■ Recruitment and Search Strategies Updates

**The following recruitment and search strategies have been updated and clarified to enable implementation in the PageUp Applicant Tracking and Onboarding System:**

- Criteria for using search options that are limited to candidates from within the department or university.
- Types of competitive and non-competitive actions for staff and A/P faculty.
- Definitions of “promotions” and added new guidelines on pay and approval.
- Use of the search exemption process to fill benefited positions with new employees from outside Virginia Tech.
- TOFO process using online PageUp system.
- Competitive and non-competitive workflows and approvals.

# ■ Recruitment Strategies: Types of Hires

- Competitive
  - Advertised in the PageUp Applicant Tracking.
  - Posting made available to multiple candidates.
  - Includes searches limited to departmental or university candidates only.
  - Candidates must apply through PageUp Applicant Tracking.
- Non-competitive
  - A current employee is being moved to a new role (promotion, transfer etc.).
  - PageUp Applicant Tracking is 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.
  - PageUp Applicant Tracking is 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 six 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 not eligible.
- 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 employment.

## ■ 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 A/P faculty; 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 A/P faculty; 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 percent of the market median of the new position.
- **Approval:** Division Directors/HR Generalist may approve any salary within the hiring range established prior to recruitment. If salary is outside of pre-approved range, approval must be given by appropriate compensation approver.

# ■ Competitive Promotions - 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:
  - Greater authority for additional organization layers.
  - Greater responsibility, including adding direct reports (span of control).
  - Recognition of competency consistent with the field or profession.
  - New working title. New position number required.
- **Pay Guide:** Recommended pay should be increased to at least 75 percent 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/HR Generalist may approve any salary within the hiring range established prior to recruitment. If salary is outside of pre-approved range, approval must be given by appropriate compensation approver.



# ■ 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. New position number required. Typical promotions include adding direct reports (increasing span of control) and organizational levels. The non-competitive option can be used when:
  - A restructuring results in the need for a higher level position.
  - A vacant senior position will be filled from one of a group of similarly situated subordinate staff.
  - An employee achieves a professional milestone requiring recognition as a retention effort.
- **Pay Guide:** Recommended pay should be increased to at least 75 percent of the market median of the new position.
- **Approval:** Compensation approval must be approved by designated compensation approver (HR Division Director or HR Generalist) before the HR approver. If salary increase is greater than 20 percent the Dean or Vice President must approve. **NOTE:** *Dean/VP designee is not allowed in this instance.*

# ■ Non-competitive Promotions - 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:
  - Greater authority for additional organizational layers.
  - Greater responsibility, including adding direct reports (span of control)
  - Recognition of competency consistent with the field or profession.
  - New working title.
- The non-Competitive option can be used when:
  - A restructuring results in the need for a higher level position.
  - A vacant senior position will be filled from one of a group of similarly situated subordinate staff.
  - 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 percent of the market median of the new position.
- **Approval:** Compensation approval must be approved by designated compensation approver (HR Division Director or HR Generalist) before the HR approver. If salary increase is greater than 20 percent the Dean or Vice President must approve. **NOTE:** *Dean/VP designee is not allowed in this instance.*

## ■ Search Exemptions - Faculty Only

### **Process to hire a new faculty employee into Virginia Tech:**

- Non-competitive.
- External candidates only.
- 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 Faculty Selection

- Create a new or update an existing position description in PageUp
  - Approvals by hiring manager, senior management, and HR required.
- Use the “competitive hire” process on the job card to create the posting, establish salary hiring range.
  - Approvals by hiring manager, senior management, and HR required.
- Initiate recruitment activities, screen, and select candidate.
- Create a candidate offer on the offer card; using one of the following approval workflows:
  - Competitive in hiring range (and all wage)
  - Competitive in hiring range – Research faculty
  - Competitive outside hiring range

## ■ Workflow for Non-competitive Staff and Faculty Selection

- Create a new or update existing position description in PageUp.
  - Approvals by hiring manager, senior management, and HR required.
- Use the “non-competitive hire” process on the job card and establish salary hiring range. No public posting will be created.
  - Job card will only require department head and HR approval.
- HR will create the applicant to be seated and inform department to initiate offer card.
- Create a candidate offer on the offer card using one of the following approval workflows:
  - Non-competitive < or = 20% salary increase
  - Non- competitive > 20% salary increase

## ■ Workflow for Search Exemption (Faculty Only)

- Create a new or update existing position description in PageUp
  - Approvals by hiring manager, senior management, and HR required.
- Use the “search exemption” process on the job card and establish salary hiring range. No public posting will be created.
- Upload candidate CV and select the search reason type.
- Approvals are required from hiring manager, senior management, and Office for Equity and Accessibility.
  - If the hire is a dual career hire, approval from the Vice Provost of Faculty Affairs is also required.
- 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; use the Search Exemption approval workflow.