

# Guidelines to Choosing an Employee Class

---

So you have an open position. Whether your departing employee was a strong or mediocre performer, this is your opportunity to analyze and revise the position description, and determine the qualifications, both technical skills and behavioral factors you will seek in a new employee. Is this a time to reorganize, reclassify, or make other major changes? Perhaps the position description needs only a few adjustments. Once you are sure that the position description reflects accurately the responsibilities of the position, consider the qualifications you will seek in a new employee. What technical skills will the employee need to carry out their job duties? What type of job behaviors will they need? Think about past employees in the position. If they were outstanding, what made them outstanding? If they were marginal employees, identify their weaknesses. Talk with co-workers or other managers. What skills and qualities do they value in this position? Make a list. This information should guide you in planning the overall selection process. Time invested in thoughtfully planning the recruitment and selection process can make the difference between a good or poor hiring decision.

Contact the Office of Human Resources and speak to an Associate with working knowledge of Classification and Compensation. Provide your vision (in the form of a draft job description) to the HR representative. The HR representative will work with you to determine if the role you are seeking falls under the employee class of Administrator or Civil Service. If you are looking to create or fill a faculty position, you must work with the Office of the Provost to determine the proper classification.

## Summary:

1. Determine your needs for the role (responsibility, skills and qualifications)
2. Create a draft job description
3. Contact HR for assistance for Administrator and Civil Service positions or Contact the Office of the Provost for Faculty positions
4. Identify the proper employee class
5. Prepare the Hiring Authorization