

Louisiana State University

Office of Facility Services

Operating Instruction 1301

Revision: 3
Effective Date: December 1, 2010
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SUBJECT: SELECTION CRITERIA

I. General

1. Establishes policies and procedures to assure uniform standards for interviewing and selecting both new applicants and those with promotional opportunities.
2. One set of selection criteria is required for each position, classified and unclassified, on file in the HRM office. The criteria will be updated as necessary.
3. Each set of criteria must be approved by the Associate Executive Director or Director before it is put into use by the department. This will be managed by the Facility Services HRM Office.

II. Procedures

1. Develop one set of criteria for each classified and unclassified position within the department. Use questions that best extract knowledge and experience of the applicant and that will reflect the qualifications of the classification.
2. Each set of criteria will be reviewed by the Employee Relations Office in Facility Services, who will then route them to the appropriate Associate Executive Director or Director. When it is approved, the original will be signed and returned to the Employee Relations Office, who will then have a set on file in their office.
3. A copy of the selection criteria must be on file before interviews are scheduled.

III. Selection

1. Advertise the position for 1 to 2 weeks.
2. Receive applications sent by LSU HRM Office.
3. Select a three person hiring committee.
4. Interview (may be oral and/or written).
5. The committee makes a recommendation.
6. The recommendation will be reviewed by the Facility Services HRM Office to ensure that proper procedures were followed.
7. The Facility Services HRM Office will forward the recommendation to the appropriate Associate Executive Director or Director for approval.
8. All appointments will be contingent on passing background check and physical.