



Richard Bland College

of WILLIAM & MARY

Office of Human Resources

RECRUITMENT FAQ'S

Q1: What do I need to do if I have a vacancy?

Complete a Request to Fill (RTF) and have it approved through the routing process. Attach the Employee Work Profile (EWP) or Position Description (PD) with your request. Once approved, submit to Human Resources.

Q2: What is the process for recruiting for a new position?

Please contact Human Resources to determine the appropriate Title, Role Code, and Classification for your new position. Complete a Request to Fill (RTF) and have it approved through the routing process. Attach the Employee Work Profile (EWP) or Position Description (PD) with your request. Once approved, submit to Human Resources.

Q3: Can my Vacancy be posted so only RBC employees may apply?

Yes. Posting as **Agency only** will disqualify anyone outside of the RBC Community from being eligible for an interview.

Q4: How do I know what the salary range is for my vacancy?

Please consult with the budget authority for your department. To determine assistance to determine the appropriate range, please contact human resources for a recommendation.

Q5: How long can I advertise my Vacancy?

All positions must be advertised for a minimum of 5 business days: however, the normal time frame for advertisements ranges from 5 to 10 business days with exceptions for hard to fill or critical positions.

Q6: Do I have to advertise my wage/part-time vacancy?

Per policy 2.01 agencies are not required to use a competitive process to fill wage vacancies; however, it is **strongly recommended** to foster diversity and inclusiveness. RBC Human Resources strives to encourage fair and equitable recruitment for all position classifications by using the Commonwealth of Virginia's Recruitment system for all positions.

Q7: Can I make a wage position full time?

If you have a vacant full-time position with the same duties, you may advertise the position. The current employee may apply to the advertisement for the full-time position and compete for the position. A part-time employee cannot be placed into a full-time position non-competitively. You cannot change a wage position into a full-time position.



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Q8: Can I announce an RBC vacancy on my Personal Social Media Account?

Any **advertised** vacancy on the Commonwealth of Virginia's Recruitment Site can be shared to your social media page.

Q9: Can I fill multiple vacancies from one advertisement?

Yes, but the positions must all be the same.

Q10: How long can I utilize the current applicant pool to fill vacancies?

90 days from the closing date of your advertisement.

Q11: Are second round interviews required?

No, but if you have multiple strong candidates a second-round interview may be necessary to determine the best candidate.

Q12: Must I screen all applications if I have already identified a pool of strong candidates?

All applications submitted by the close date must be screened.

Q13: Who completes reference checks?

Once you have identified a finalist, Human Resources will conduct reference checks on your behalf.

Q14: Do all applicants interviewed need to be ranked?

Yes, each applicant that is recommended for hire must have a ranking order. (i.e., 1st choice ,2nd choice ,3rd choice etc.)

Q15: Can I interview applicants that do not meet ALL minimum qualifications?

No