

# At A Glance 8-Step Hiring Process for Hiring Managers

<p>Step 1 Pre-Recruitment</p>	<ul style="list-style-type: none"> <li>• Hiring Manager completes a Job Requisition (JR), if a newly created position, a job description must be attached. <i>Master job descriptions are maintained in OHR.</i></li> <li>• Staff should submit JR including any attachments directly to the Budget Office for approval.</li> <li>• Faculty should submit JR including any attachments to the Provost Office who will forward to the Budget Office for approval.</li> </ul>
<p>Step 2 Advertising</p>	<ul style="list-style-type: none"> <li>• Hiring Manager and OHR determine the sources for advertising based on the departmental budget.</li> <li>• Hiring Manager must ensure that the information for the posting is correct prior to submitting to OHR.</li> </ul>
<p>Step 3 Search Committee</p>	<ul style="list-style-type: none"> <li>• Hiring Manager develops a committee of 3-5 members for Director level and above positions and at least two members for all other positions.</li> <li>• Diverse committee when possible (consider industry expertise, department, staff, faculty, gender and race).</li> </ul>
<p>Step 4 Application Review, Screening &amp; Interviewing</p>	<ul style="list-style-type: none"> <li>• OHR screens and forwards qualified applications to Hiring Manager/Search Committee; and ensures that applicants include a completed background check consent form with application materials.</li> <li>• Search Committee screens candidates (<i>via phone, Skype, FaceTime, etc.</i>) to determine who receives face-to-face interviews and schedules interviews using the same written interview questions for all candidates. All interviews must be conducted using the same method. Remind applicants that if selected, <b>Official Transcripts</b> (<i>where applicable</i>) must be submitted prior to the date of hire.</li> </ul>
<p>Step 5 Selection Background/Reference Checks</p>	<ul style="list-style-type: none"> <li>• Hiring Manager/Selection Committee makes a final selection based on established criteria and drafts a brief summary, justifying the selection, to include in the selection package.</li> <li>• Hiring Manager checks references on the selected candidate, discusses preliminary salary and proposed start date.</li> <li>• Hiring Manager notifies OHR of the selected candidate and OHR processes the background check. OHR notifies Hiring Manager and Fiscal Affairs or Academic Affairs when the background check has cleared. (<i>The selected candidate's employment is contingent upon a successful background check</i>)</li> </ul>
<p>Step 6 Initiate Employment Official Written Offer</p>	<ul style="list-style-type: none"> <li>• Hiring Manager/Selection Committee submits Personnel Action Request Form (PARF) for the selected candidate.</li> <li>• Fiscal Affairs or Academic Affairs drafts and sends the Offer Letter to the selected candidate for signature and informs the selected candidate to return the signed Offer Letter to OHR within three (3) business days of receipt to accept the offer.</li> <li>• OHR will have seven (7) business days from receiving the signed Offer Letter to process the new hire into ADP and provide the new hire access to the online orientation and training.</li> </ul>
<p>Step 7 Post - Selection</p>	<ul style="list-style-type: none"> <li>• Hiring Manager will send notices to non-selected applicants who were interviewed within five (5) business days of being notified by OHR of receiving the signed Offer Letter. (<i>OHR will provide a template for the notification letter</i>)</li> <li>• Hiring Manager should submit the selection package (<i>all documents, including interview questions/notes, copies of notices, etc.</i>) to OHR within five (5) business days of receiving notice of official job acceptance.</li> </ul>
<p>Step 8 Onboarding</p>	<ul style="list-style-type: none"> <li>• OHR ensures that all new hire paperwork, including the Official Transcript (<i>where applicable</i>), has been received for hiring purposes.</li> <li>• OHR facilitates Onboarding Orientation, which includes, benefits, campus tour, and required training.</li> </ul>