



1. Position number updated by department
2. Department gathers recruitment documents
  - Position Description
  - Physical Requirements
  - Interview Questions Criteria
  - MPP Justification (if needed)
3. Department enters requisition
  - Approval process initiated
  - Class Comp completes review and finalizes documents
4. Recruiter creates the vacancy announcements
  - Job posted for two weeks minimum
5. Additional Advertising encouraged but not required
6. HR screens for minimum qualifications
  - Qualified applicants are sent to the search committee for further screening using the criteria
  - Search committee screens using PageUp to collect notes
  - Committee meets to determine to interview
  - Applicant screening consensus is completed and returned to HR via PageUp
7. HR reviews, gives approval to committee chair to move forward to call and schedule interviews
  - Committee interviews
  - Committee completes interview summary form for all applicants interviewed
  - Interview summary form is returned to HR for review
  - Hiring manager conducts second interviews or continues with the committee recommendation
8. Final candidate selected
  - Department conducts Employment Verifications (EV's) **AFTER** contacting the selected candidate
  - HR conducts salary review to determine appropriate placement within the salary range based on education, experience and campus equity while EV's are in process
  - Once EV's and salary are complete, an Authorization to Hire is sent to the appropriate administrator
9. Upon approval, HR or the appropriate administrator will extend a **CONTINGENT** verbal offer. Start dates are not to be determined at this stage.
10. Candidates may require some of all of the following:
  - Background Check
  - Education Verification
  - Pre-employment Physical
  - Driver's License Clearance
  - Vaccination Self-Certification (required for all positions)
11. After all contingencies have cleared, the candidate will be given the formal offer
  - Department determines start date and informs HR once discussed with candidate
  - HR sends formal offer letter and instructions to new hire