

# STAFF HIRING PROCESS WORKFLOW

## VACANCY

- What are the current needs of the department?
- Should the position be filled with same skill set or should it be different?
- Is the Position Description (PD) up to date and on file with HR?
  - If it is not discuss with Assistant Director for Compensation and HRIS (Nancy Bruno x5807)
- Complete the Job Requisition in Oracle Cloud (please refer to the Cloud job requisition instructions online). Copy and paste portions of the PD to the Posting Description section of the job requisition.
- Submit the job req which will forward it through the approval workflow.
- Consult with Assistant Director for Employment & Workforce Diversity (ADEWD), Jude Klein x5819 for any special requests, (i.e. waiver).

## SOURCING

- After the job requisition has been fully approved, determine with the Employment Coordinator a time frame for the ad to be posted.
  - All searches must be posted internally for at least 5 working days prior to an external posting. Announcement in the Skidmore Weekly Bulletin begins the 5-day internal posting.
  - All ads are posted online.
  - All applications are received on-line.
- Hiring supervisor reviews internal applications and reports back to the ADEWD if internal applicant(s) meet the minimum qualifications and the plan is to move forward with them. If there are no qualified internal applicants after 5 days, the job will be posted externally.
- Hiring Supervisor will contact Colleagues in their respective fields to inform them of the opening to ensure a comprehensive pool of qualified candidates.

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## CANDIDATE REVIEW & CAMPUS VISIT

- Search Committee formation is suggested for most exempt positions, with ADEWD when requested.
- Hiring Supervisor supervises the review of the applicant pool and selection of candidates for further consideration who at least meet minimum qualifications. All qualified internal candidates will be interviewed before any external applicants can be considered.
- Hiring Supervisor conducts phone interviews to narrow pool. Hiring Supervisor advised to discuss salary range and background check requirements during the phone interview.
- Change applicant status in job requisition system to reflect the candidates who were phone interviewed and change those who were not interviewed to “rejected by employer”.
- Evaluate phone interviews and select candidates for campus visit & interviews.
- Conduct on-campus assessment interviews.
  - When requested, a member of HR is available to interview candidates in conjunction with Search Committee
- Evaluations gathered from all interviewers
- Hiring Supervisor assesses feedback and makes hiring decision

## OFFER

- Prior to offer, ADEWD, Jude Klein x5819 must be consulted
- References must be checked by Hiring Supervisor
- Hiring Supervisor consults with Assistant Director for Compensation, (Nancy Bruno x5807) on total compensation offer.
- Hiring Supervisor offers position and informs the candidate that the verbal offer is contingent upon an acceptable background check result.
  - Supervisor must provide a reasonable time for the candidate to accept the verbal offer, discuss a start date in the future to allow time for background check completion
- Hiring Supervisor informs HR ( Nancy Bruno x5807 and Jim Calhoun x5802) of acceptance offer.
- Offer letter is issued through Oracle Cloud, approved by HR and the Hiring Supervisor. The offer is extended to the candidate, and the candidate accepts the offer, all online through Oracle Cloud. The background check is initiated after the offer has been accepted.
- Hiring Supervisor changes applicant status in job requisition system to reflect candidate who accepted offer, “recommended for hire”.
- **Regret Communications should be made by Hiring Supervisor to all applicants contacted during the search (this contact could be via phone, in person, letter, or email).**
- **Regrets to those not contacted during search are system-generated by HR is they have the status of “rejected by employer”**