

# Hiring Process Workflow – Staff

## Vacancy

- What are the current needs of the department?
- Should the position be filled with same skill set or should it be different?
- Is Position Questionnaire (PQ) up-to-date and on file with HR?
  - If it is not discuss with Assistant Director for Compensation and HRIS (Nancy Bruno x5807)
- Compose ad copy in preparation for completing ATE.
- Complete Authorization To Employ (ATE) on-line and forward to get proper authorizations.
- Consult with Assistant Director for Employment, Compliance and Workforce Diversity (ADEWD), Saytra Green x8418 for any special requests, (i.e. waiver).



## Sourcing

(Once ATE is fully approved)

- Determine with Employment Coordinator a time frame for the ad to run externally
  - All searches must be posted internally for at least 5 working days prior to an external posting
  - Presently all ads are posted on-line
  - Employment Coordinator sends email to Hiring Supervisor/Director with Guest User Logon and Password access for those reviewing the candidates
  - All applications are received on-line
- Discuss with ADEWD, Saytra Green x8418 possible HR sourcing & personal outreach venues to encourage diverse pools.
- Hiring Supervisor will contact Colleagues in their respective fields to inform them of the opening for the purpose of identifying diverse candidates.



# Hiring Process Workflow – Staff cont.

## Review of Candidates & Campus Visit

- Team hiring 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.
- Submit a list of candidates to ADEWD, Saytra Green x8418 for further review **prior** to contacting candidates.
- Hiring Supervisor conducts phone interviews to narrow pool. Hiring Supervisor advised to discuss salary range and background check requirement during the phone interview.
- Change applicant status in ATE system to reflect the candidates who were phone interviewed and change those who were not interviewed to “not interviewed, not hired”.
- Evaluate phone interviews and select candidates for campus visit & interviews.
- Discuss selected candidates with ADEWD, Saytra Green x8418 **prior** to on campus interview.
- Conduct on campus assessment interviews.
  - When requested, a member of HR is available to interview candidates in conjunction with “Hiring Team”
- Evaluations gathered from all interviewers
- Hiring Supervisor assesses feedback and makes decision in consultation with ADEWD, Saytra Green x8418.



## Offer

- Prior to offer, ADEWD, Saytra Green x8418 must be consulted
- References must be checked by Hiring Supervisor.
- Hiring Supervisor consults with Assistant Director for Compensation and HRIS, (Nancy Bruno x5807) on total compensation offer.
- Hiring Supervisor offers position and informs the candidate that offer is contingent upon an acceptable background check result.
  - Supervisor must provide a reasonable time for candidate to accept offer; with start dates in the future to allow time for background check completion
- Hiring Supervisor informs HR, (Nancy Bruno x5807 and Bre Oswald x5802) of acceptance of offer.
- Hiring Manager changes applicant status in ATE system to reflect candidate who accepted offer “recommended for hire” and those who were interviewed to “interviewed not hired”.
- Appointment letter sent either by hiring supervisor or HR.
- Regret communications should be made by hiring supervisor to all applicants contacted during search (this contact could be via phone, in person, letter or email).
- Upon completion of search, any hard copy resumes of candidates interviewed along with all reference notes should be submitted to HR.
- Regrets to those not contacted during search are system-generated by HR.