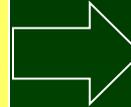


# Staff Hiring Workflow

## Vacancy

- What are the current needs of the department?
- Should the position be filled with same skill set or should it be different?
- Is Position Questionnaire (PQ) up-to-date and on file with HR?
  - If it is not discuss with Assistant Director, Training Development & Project Management (Alena Llorens-Myers x5817)
- 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 Equal Employment Opportunity and Workforce Diversity (ADEWD), Herb Crossman x 5819 for any special requests, (ie. waiver).



## Sourcing

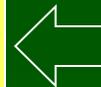
(Once ATE is fully approved)

- 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, Herb Crossman x5819 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.



## Offer

- Prior to offer, (ADEWD), Herb Crossman, x 5819 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 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 Clarissa Sawyer x 5802) 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.



## 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.
- Submit a list of candidates to ADEWD, Herb Crossman x5819 for further review **prior** to contacting candidates.
- Hiring Supervisor conducts phone interviews to narrow pool.
- 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, Herb Crossman x5819 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, Herb Crossman x5819.