

Classified Positions

Hiring process overview: Successful search checklist

<i>Completed</i>	<i>Task(s)</i>	<i>Responsible Parties</i>
	Position becomes vacant (replacement or new)	
	<p><u>For Replacement:</u> Current position description is requested by the Hiring Manager from HR Classification & Compensation Officer for review and/or updates.</p> <ul style="list-style-type: none"> - Who is it replacing? What is the Position Number for that employee? <p><u>For New:</u> Position Description is drafted by Hiring Manager and sent to the HR Classification & Compensation Officer for review (<i>Position Description templates are available</i>). The following information must be provided:</p> <ul style="list-style-type: none"> - What is the FOAP for this position? - Is this a newly created position? - Is this a FT or PT position? FTE_____ - When do you intend to fill this position? 	Hiring manager, HR Classification and EEO officer
	HR Classification & Compensation Officer will send a final copy of the position description to Hiring Manager as well as upload the position description into PeopleAdmin. An email is sent to the Hiring Manger from HR Classification & Compensation Officer with instructions on how to begin the posting process.	Hiring manager, HR Classification and EEO officer
	Hiring Manager creates the Posting in PeopleAdmin and moves it forward to the Administrative Supervisor for electronic approval.	Hiring Manager & Administrative Supervisor
	Posting moved to Compensation for pay grade review.	HR Classification & EEO Officer
	Posting moved to Chief Human Resources Officer for review of position description and pay grade.	Chief Human Resources Officer

Hiring Process – Classified Employees

<i>Completed</i>	<i>Task(s)</i>	<i>Responsible Parties</i>
	Posting moved to Budget to ensure proper funding is available.	Budget
	Posting moved to the Division Signature Authority for electronic approval. Division Signature Authority will move to Final Review if Externally Funded or Presidential Authorization if not Externally Funded.	Division Signature Authority
	President will approve and move to Final Review.	President
	Once Posting is reviewed and approved, it will be finalized by the Office of Human Resources in the applicant tracking system and posted in PeopleAdmin.	Human Resources
	Additional Advertisement: If the Department decides to have additional advertisement for the position, then the concerned department must contact the Office of Human Resources. Additional advertisement is paid by the Department and is coordinated through Human Resources.	Hiring Department and Human Resources
	Search Committee formed and approved by the CHRO according to applicable Bargaining Unit Agreement or University Policy. All members are required to complete the Search Committee Training and renew their certificate on an annual basis. The Search Committee Chair should keep a copy of all members' certificates with official search records.	Search Committee Chair and Search Committee Members
	Search Committee creates a criteria/rubric/ranking system based on the minimum and preferred qualifications. The submitted applicants will be reviewed against the criteria.	Search Committee
	Search Committee Chair utilizes the electronic process via PeopleAdmin to request that the Office of Equal Opportunity approve first round interviews. Reasons must be provided for those not selected for interviews.	Search Committee Chair
	EEO analyzes all applicants and sends electronic approval to the Search committee to conduct interviews.	EEO Officer

Hiring Process – Classified Employees

<i>Completed</i>	<i>Task(s)</i>	<i>Responsible Parties</i>
	The Search Committee conducts the first round of interviews to narrow the applicant pool. The Search committee sends a request for additional interviews for the top candidates to EEO.	Search Committee
	EEO approves the Search Committee recommendations and notifies the Hiring Manager and the Search Committee Chair via the electronic process.	EEO
	The Search Committee sends a copy of the criteria/rubric/ranking/notes to the Office of Human Resources by email.	Search Committee
	Hiring Manager interviews top candidates provided by the search committee and determines the successful candidate. Hiring Manager conducts the reference check on the successful candidate. Please remember that only the Office of Human Resources is authorized to make position offers. Hiring Manager creates the Hiring Proposal and routes for electronic approvals . The Hiring Manager provides a tentative start date at the beginning of a pay period as well as an annual salary figure for the Office of Human Resources to offer.	Hiring Manager
	The hiring proposal will be circulated for the appropriate approvals, including the Office of Equal Opportunity & Policy Development.	Approving Authorities
	Once the hiring proposal is in “Make Offer” state, HR performs the background check on the final candidate. Upon successful completion of background check, HR contacts the candidate to extend the offer.	Human Resources
	If the candidate accepts the job offer, the Hiring Manager will be notified and provided with the copy of the Onboarding Checklist	Human Resources

<i>Completed</i>	<i>Task(s)</i>	<i>Responsible Parties</i>
	The interviewed candidates that have not been selected receive an automated notification from PeopleAdmin	PeopleAdmin
	Hiring Manager sends a copy of the Criteria/Rubric used for selecting the successful candidate to the Office of Human Resources	Hiring Manager
	Hiring Manager refers to the Managers Toolkit to ensure successful onboarding	Hiring Manager

Hiring Documentation Checklist

Included	Documentation	Responsible parties
	<i>Hiring Procedures</i>	
<input type="checkbox"/>	Interview Questions/Forms/Notes/Criteria	Search Committee
<input type="checkbox"/>	Interview Questions/Forms/Notes/Criteria	Hiring Manager
<input type="checkbox"/>	Official copy of Transcripts (if mentioned as required on the posting).	Human Resources
<input type="checkbox"/>	Release for Background Check form for the successful candidate uploaded to secure document upload link <i>Please fill in the Uploader’s Email Address, Subject Line (Applicant’s Name) and Body Text (Position Title)</i>	Human Resources
<input type="checkbox"/>	Fair Credit Reporting Act Disclosure form for the successful candidate uploaded to secure document upload link , if required.	Human Resources