



Position Management
Cabinet /Manager Discussion with Director of HR regarding request.

Position Management Change Form
Completed by Manager and Given to Director of HR. JD included.

Benchmarking
Price, Market Study, Budget, Org Chart assessment by Director of Human Resources

Approval or Denial
Cabinet member to receive outcome of assessment to the Action Form request with details.

Recruiting

Job Posting
HR Office completes the Ad to post

If there is an internal candidate, prior to interview, Cabinet must talk with HR Director

Resume Review
Hiring Manager/Search Committee Reviews Candidates

Screening Candidates
Hiring Manger / Search Committee complete, including prescreening

Interviewing Candidates
Hiring Manger / Search Committee

Reference Checks
Hiring Manger / Search Committee

Complete Evaluations
Hiring Manger / Search Committee

Can move to either step depending on search

Must complete evaluation forms before we can move to next steps

Offer Process

Offer Discussion
Cabinet or Hiring Manager to meet with HR Director to review the offer to be given.

Offer Approval
HR and Cabinet/Hiring Manager (after internal equity & candidate evaluation)

"Verbal" Offer
Hiring Manger Sends Director of HR all info and confirmation of acceptance

Offer Letter
Director of HR completes offer letter and presents to Candidate.

HR Closes job
Notifies all other candidates

If Accepted

Screening & Onboarding

Pre-Employment
Initialization
Enter Colleague Info

HR sends messages to Financial Service / Facilities IT (via ticket)

Screenings Complete
HR Initializes Onboarding

Electronic Onboarding
Employee Completes

Electronic Onboarding

Forms
Personal Demographics (chosen name)
EEO Self-Identify
W4
I-9
Benefits Enrollment
Handbook Signature
WC
Drug-free

Welcome
Onboarding
In Person and Virtual
Group meetings (to come)
First Day expectations
Campus Map

Extras?

Finalizing

HR Review & Approval
Review & print for internal HRIS