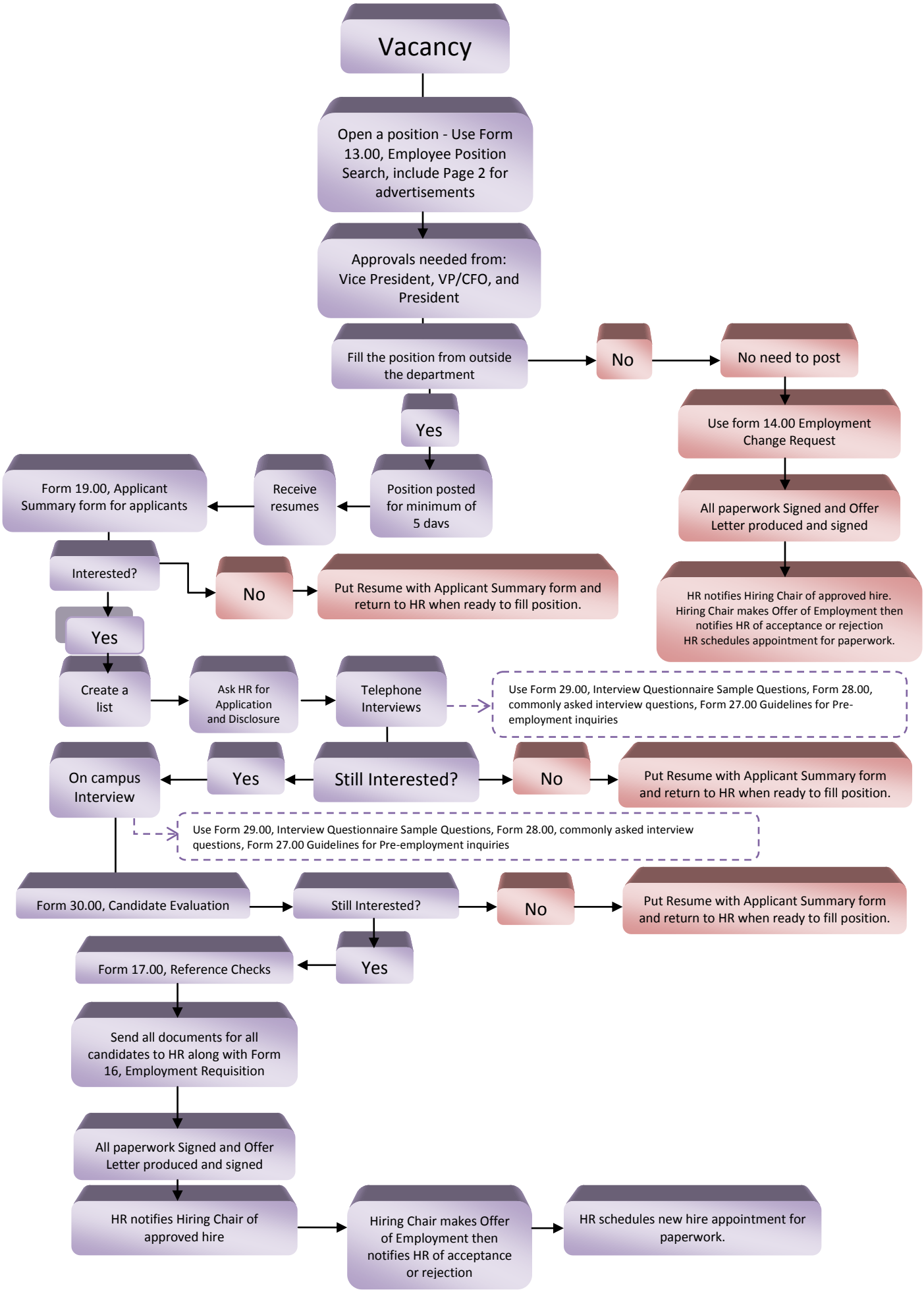
Vacancy
Open a position - Use Form 13.00, Employee Position Search, include Page 2 for advertisements
Approvals needed from: Vice President, VP/CFO, and President
Fill the position from outside the department
No
No need to post
Use form 14.00 Employment Change Request
All paperwork Signed and Offer Letter produced and signed
HR notifies Hiring Chair of approved hire. Hiring Chair makes Offer of Employment then notifies HR of acceptance or rejection HR schedules appointment for paperwork.
Yes
Position posted for minimum of 5 days
Receive resumes
Form 19.00, Applicant Summary form for applicants
Interested?
No
Put Resume with Applicant Summary form and return to HR when ready to fill position.
Yes
Create a list
Ask HR for Application and Disclosure
Telephone Interviews
Use Form 29.00, Interview Questionnaire Sample Questions, Form 28.00, commonly asked interview questions, Form 27.00 Guidelines for Pre-employment inquiries
Still Interested?
Yes
On campus Interview
No
Put Resume with Applicant Summary form and return to HR when ready to fill position.
Use Form 29.00, Interview Questionnaire Sample Questions, Form 28.00, commonly asked interview questions, Form 27.00 Guidelines for Pre-employment inquiries
Form 30.00, Candidate Evaluation
Still Interested?
No
Put Resume with Applicant Summary form and return to HR when ready to fill position.
Yes
Form 17.00, Reference Checks
Send all documents for all candidates to HR along with Form 16, Employment Requisition
All paperwork Signed and Offer Letter produced and signed
HR notifies Hiring Chair of approved hire
Hiring Chair makes Offer of Employment then notifies HR of acceptance or rejection
HR schedules new hire appointment for paperwork.