

Department Identifies New or Vacant Position

- Department completes requisition, advertisement, justification for search
- Dean or division representative reviews and approves the request
- Approved requisition and all attachments are emailed to the Provost's Office murasocprovost@missouri.edu

Human Resource Services (HRS) Receives Requisition

- Provost's Office reviews recruitment; approval is communicated to department/division and Human Resources is copied
- HRS reviews job posting details and advertisement for posting title, applicant instructions, EEO statement, etc.
- HRS Recruiter enters the information for the job opening and uploads approval messages and other supporting materials in Recruit
- Department initiates the outside advertising as listed on the requisition

Vacancy Announcement Posts on HRS Website

- HRS recruiter notifies Hiring Manager of the job opening number assigned to the vacancy.
- Academic job postings are typically open ended; but full searches will not post for less than 30 days.

Applicants Apply Online for Specific Job Openings

- Applicants complete demographic information and uploads the required application materials (CV, cover letter, portfolio, etc.)
- Applicants receive email notification when application is successfully submitted.

HRS Processes Applications

- All applications are routed to department by HRS daily. No applicant screening occurs.
- Applicants are notified by HRS that application materials are available to the search committee.

Hiring Manager Administers the Application Process

- Hiring Managers, and Interviewers with Recruit access, can review all routed applications online.

Search Committee Follows Selection Process

- Search Committee (Interviewers) review applications and determine who to interview.
- Interviews are scheduled.
- Search Committee conducts one or more interviews, Phone, Skype, face to face with top candidates.
- Candidates' status is changed to interview in Recruit.
- Search Committee complete the selection process and recommends final candidate.

Job Offer – Approval Process

- Draft offer letter is developed from the template. Hiring manager enters salary information as an offer component in Recruit and uploads draft offer letter as Attachment.
- Hiring Manager adds additional approvers to the approval chain based on School/College approval procedures. The final approver in the chain should be Mitchell McKinney as the Provost's representative. NOTE: The Provost's office requires approval from the Dean. The Dean can enter this approval in Recruit directly or he/she can designate an individual to approve on their behalf. Additional approvers are optional based on Division/Department procedures.
- HRS reviews the offer letter for required language based on the nature of the appointment, hire or transfer and approves in Recruit.
- Finally, the offer is reviewed by the Provost's representative.
- Once the offer is approved in Recruit, the primary Hiring Manager receives e-mail notification.
- Department extends the job offer.
- If it hasn't been done already, HRS removes the job posting from the website.

Offer is Accepted

- Finalist returns the signed offer letter to indicate acceptance of offer.
- Hiring Manager updates the job offer to indicate the candidate accepted.
- Hiring Manager sets up the finalist for pre-employment background check in Recruit. If no check is required Hiring Manager notifies HRS of offer acceptance.
- Hiring Manager indicates reject reasons in Recruit for all candidates who were interviewed but not offered a job.
- The finalist receives an email invitation to complete the background check online. HireRight will provide the link and logon and temporary password information. ***NOTE: The finalist cannot begin work until an acceptable background check is returned.**

HRS Monitors CBC status and Creates EMPLID

- HRS checks the HireRight database for completed CBC results and adjudicates most checks.
- If the background check contains any convictions, Provost's representative reviews for job relevance.
- HRS adjudicates the CBC report based on feedback from Provost representative
- HRS finds or creates an EMPLID for the finalist, informs Hiring Manager that candidate is eligible for hire, and provides emplid. If background check is not acceptable, HRS notifies department to rescind the offer.
- HRS initiates the Prepare for Hire action which creates a Hire ePAF. This ePAF drive to the work list for the initiator for the department.

Department Processes Hire Paperwork

- Department Initiator reviews the existing data on the ePAF in workflow, and updates if needed. Additional data is added e.g. Mo Code, JED information, Work Phone, and Work Address. Approved offer letter and additional documents are attached. Completed ePAF is approved at the division level and pushed to CAPS for final review and data entry. NOTE: This divisional approval triggers the onboarding communication to finalist. This message contains information about how to access the documents that must be completed on-line before the first day of work.

Job Opening is Closed

- The department communicates with non-selected candidates regarding status of the vacancy.
- HRS reviews data fields on the ePAF. HRS reviews the information on the finalist's onboarding forms. As the final reviewer, HRS approval will load the ePAF data in PeopleSoft HR/Payroll database to create or update a job record. Hire documents become part of employee electronic job record.
- The complete hire process will cause the applicant status to change to Hired, and the job opening will update to Filled/Closed in Recruit.