

Department Identifies New or Vacant Position

- Department completes requisition, justification for abridged search and hiring freeze exception paperwork for positions subject to the hiring freeze. (Review <http://chancellor.missouri.edu/news/hiring-freeze.php> for hiring freeze guidelines.).
- Requisition and all attachments are emailed to the Deputy Provost. Once approved, the Deputy Provost forwards the requisition and attachments to oars@missouri.edu (*need to update this with new mailbox once it is created*).

Human Resource Services (HRS) Receives Requisition

- HRS Recruiter enters the information for the job opening and links requisition in eRecruit

Selected Applicant Applies Online

- Applicant completes a candidate profile and attaches the required application materials (CV, cover letter, portfolio, etc.).

HRS Recruiter Links Applicant to Job Opening

- Applicant is marked as routed when linked to the job opening.

Job Offer – Approval Process

- Hiring Manager links offer letter and enters salary information in eRecruit.
- Hiring Manager adds additional approvers to the approval chain based on School/College approval procedures. NOTE: The Provost's office requires approval from the Dean and Department chair. The Dean and/or the Department chair can enter these approvals in eRecruit or they 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.
- After HRS review, the offer is reviewed by the Deputy Provost for final approval.
- Once the offer is approved by the Deputy Provost, the primary Hiring Manager receives e-mail notification.
- Department extends the job offer.

Candidate Accepts the Offer

- Hiring Manager Updates the job offer to indicate the candidate accepted the offer and adds start date to the comments.
- Hiring Manager sets up the finalist for pre-employment CBC in Recruit.
- The final candidate receives an email invitation to complete the CBC process 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 Recruiter Monitors CBC status and Creates EMPLID

- HRS Recruiter checks the HireRight database for completed CBC results.
- If the CBC contains any convictions, Deputy Provost reviews for job relevance.
- The Recruiter creates the EMPLID (for new employees), informs Hiring Manager that candidate is eligible for hire, and provides emplid to Hiring Manager (for new employees). If CBC is not acceptable, Recruiter notifies department to rescind the offer.

Department Initiates Hire Paperwork

- Department prepares hire packet or submits CAPS Request template to HRS (i.e., HRS CAPS Departments).
- Department verifies candidates eligibility to work in the US and obtains direct deposit, W-4 and PDF from new employee and change of address for current employees who have transferred.
Note: For HRS CAPS departments, new hires/rehires attend New Employee Registration (NER).

Job Opening is Closed

- Payroll or HRS creates or updates the employee's job record in Peoplesoft HR/Payroll database.