

Department Identifies New or Vacant Position

- Department completes requisition, advertisement, justification for abridged search (if necessary).
- Requisition and all attachments are emailed to the Deputy Provost.

Human Resource Services (HRS) Receives Requisition

- Once Approved, Provost Office forwards recruitment documents to HRS.
- HRS reviews job posting details and advertisement for title, applicant instructions, EEO statement, etc.
- HRS Recruiter enters the information for the job opening and posting and uploads requisition, advertisement, approval messages and other supporting materials in eRecruit

Vacancy Announcement Posts on HRS Website for a Defined Posting Period

- HRS recruiter notifies Hiring Manager of the job opening number assigned to the vacancy.
- The minimum standard posting period for academic positions is 30 days.
NOTE: Abridged hires typically are not posted on the website, or may be posted for a period of less than 30 days.

Applicants Apply Online for Specific Job Openings

- Applicants complete a candidate profile and attach the required application materials (CV, cover letter, portfolio, etc.).

HRS Recruiter Processes Applications

- All applications are routed to department by the HRS recruiter daily.

Hiring Manager Manages Applications

- Hiring Manager can view and print all routed applications.

Search Committee Conducts Selection Process

- Search Committee (Interviewers) review applications and determine who to interview. NOTE: In addition to the Hiring Manager, the Search committee members can view and print all routed applications.
- Hiring Manager schedules interviews and sends correspondence to candidates.
- Search Committee conducts interviews, Phone, Skype, face to face.
- Hiring Manager marks candidates as interviewed in eRecruit.
- Search Committee recommends final candidate.

Job Offer – Approval Process

- Hiring Manager uploads offer letter and enters salary information as an offer component 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. The Dean can enter this

approval in eRecruit 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 and confirms department has indicated who was interviewed in eRecruit.
- 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.
- If it hasn't been done already, HRS removes the job posting from the website.

Offer is Accepted

- Candidate returns the signed offer letter.
- Hiring Manager updates the job offer to indicate the candidate accepted the offer.
- Hiring Manager sets up the finalist for pre-employment CBC in eRecruit. If no CBC is required Hiring Manager notifies HRS recruiter of offer acceptance.
- Hiring Manager indicates reject reasons in eRecruit for all candidates who were interviewed but not offered a job.
- 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 Monitors CBC status and Creates EMPLID

- HRS checks the HireRight database for completed CBC results.
- If the CBC contains any convictions, Deputy Provost reviews for job relevance.
- HRS adjudicates the CBC report, with guidance from Deputy Provost.
- HRS 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, HRS notifies department to rescind the offer.
- HRS initiates the Prepare for Hire action which creates a Hire eForm. This ePAF drive to the work list for the initiator for the department.

NOTE: If the finalist will be a new hire or rehire, the Prepare for Hire process will also trigger an email message to be sent to the finalist. This message contains information about how to access the documents that must be completed on-line before the first day of work.

Department Processes Hire Paperwork

- Department Initiator reviews the existing data on the Hire eForm in workflow, and updates if needed. Additional data is added e.g. Mo Code, JED information, Work Phone, and Work Address. If needed,

additional documents are uploaded. Completed Hire eForm is approved at the division level and pushed to HRS for final review and data entry.

Job Opening is Closed

- The department communicates with non-selected candidates regarding status of the vacancy.
- HRS reviews data fields on the Hire eForm. HRS reviews the information on the finalist's onboarding forms. As the final reviewer, HRS approval will load the Hire eForm in PeopleSoft HR/Payroll database to create or update a job record.
- This will cause the applicant status to change to Hired, and if appropriate the job opening will update to Filled/Closed.