

These instructions assume that a **position number** is available for the recruitment. No job opening can be established in Recruit without a position number. If a new position number is needed, request a number from CAPS using the same process set up requesting position numbers for part time appointments.

Department Seeks Approval to staff New or Vacant Position without a Full Search

- Department creates draft job opening in Recruit, selecting the needed abridged search type. The Job information and Hiring Team sections of the opening must be completed. Upload a justification for abridged search, and funding resource information. If finalist has been identified, upload a CV in the Attachment section. If an offer letter has been drafted, it can also be uploaded.
- Set up the job opening approval chain in this order Department/Dean/Provost/HR. (**Note:** Primary Hiring Manager must approve in Recruit. Dean and/or Department Chair can approve in the system or via email uploaded as attachments.)
- Once approved by the School or College, a job opening approval notice is sent to Mitchell McKinney in the Provost's Office for review by the programming in Recruit.
- Once approved at Provost's level, Human Resource Services is notified of opening that requires review.

Human Resource Services (HRS) Reviews Draft Job Opening

- HRS reviews the job opening information and attachments. Once the job opening is approved, the primary Hiring Manager receives e-mail notification.
- The finalist is set up and linked to the job opening by HRS
- Applicant status is set to Routed so the Hiring Manager can view the person in the job opening.

Job Offer – Approval Process

- Hiring administrator confirms a draft offer letter is uploaded in Attachments or uploads the draft letter, and enters offer components in Recruit.
- Hiring administrator adds additional approvers to the approval chain based on School/College approval procedures. NOTE: The Dean can approve in Recruit directly or he/she can designate a fiscal officer or other individual to approve on his/her behalf. Additional approvers are optional based on College/School procedures.
- HRS reviews the offer letter for required template language. After HRS review, the offer is reviewed by Mitchell McKinney in the Provost's Office for final approval.
- The primary Hiring Manager receives e-mail notification when the draft offer is approved and the applicant disposition is moved to Offer.

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- Department extends the job offer.

Finalist Accepts Offer

- Finalist returns the signed offer letter to indicate acceptance of offer.
- Hiring administrator updates job offer status to indicate the candidate accepted.
- Hiring administrator sets up the finalist for pre-employment background check in Recruit. Note: if no CBC is required the Hiring administrator notifies HRS that the offer has been accepted.
- The final candidate 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 this appointment 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 background check contains any convictions, Provost's Office reviews for job relevance.
- HRS finds or creates an EMPLID for the finalist. Employee in the primary Hiring Manager role is informed that candidate is eligible for hire, and is provided with emplid. Note: If CBC is not acceptable, Recruiter notifies department to rescind the offer.
- HRS completes the Prepare for Hire process which starts the ePAF hire process. This ePAF drives to the work list for the department initiator in the department where the hire will be processed.

Department Processes Hire Paperwork

- Department completes needed fields of the ePAF and upload need attachments. The ePAF is submitted to appropriate CAPS inbox. Hires will receive an email with instructions for completing hiring forms online, and need to attend New Employee Registration (NER).

Job Opening is Closed

- After finalist completes all onboarding steps, CAPS executes the ePAF creating or updating the employee's job record in PeopleSoft HR/Payroll database the data automatically updates the applicant to Hired disposition and the job opening to the Filled disposition.