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 available requesting position numbers for part time appointments.

STAGE 1 – Position Preparation, Review, and Posting
1. Department creates draft job opening in Recruit with existing or new position number and lists desired posting title. Complete Job Information, Hiring Team, & Job Posting sections.

2. Upload required attachments - Request for Approval form & copy of online or print ads.

3. Set up job opening approval chain based on College/School procedures. **Include the Recruiter Group before Inya Baiye and Matthew Martens.** (All attachments must be saved before opening is approved at the School/College level).

4. Approval at the School/College level will move review to Leslie Patrie as the Academic HR Specialist (AHRS). AHRS reviews job posting and ad for Posting Title, applicant instructions, benefit statement & minimum qualifications.

5. When information is acceptable AHRS approves and it will move review to Inya Baiye. She is currently serving as the Faculty Recruitment & Engagement Specialist (FRES). This review will include the search strategy & EEO statement. When items are acceptable, FRES approval will move review to Matthew Martens.

6. Matthew Martens will review the justification and other attachments. When items are acceptable, Dr. Martens approval will move job to Open status and job will post on the HRS website. Minimum posting period is 30 days, however we recommend that you do not enter a remove date.

7. Primary hiring administrator will be notified when approval process is complete, so external ads can be initiated. **Note**: The posting that appears on the HR website will also appear on the HERC website and Inside Higher Ed Jobs web listing.

8. Primary hiring administrator uploads confirmation of external job notice placements.

STAGE 2 – Candidate Selection
1. Applicants apply for specific job openings by completing demographic information and uploading required materials (CV, cover letter, reference list, etc.)

2. Applicants receive automated email notification when application is successfully submitted.

3. All new applications are reviewed by AHRS daily. Applicants who meet minimum qualifications are given a star. All others are dispositioned as Reject – not meet Min Qual.

4. Faculty Recruitment & Engagement Specialist (FRES) reviews success of search strategy by assessing the pool diversity at **15 days** into recruitment.
    a. If diversity in qualified applicants exists, **applications are routed to department**.
    b. If diversity in qualified applicants has not been achieved, FRES collaborates with the search committee to expand search strategy.

5. At 25 days after posting FRES reviews applicant pool of openings that lacked diverse applicants at 15 days. If pool diversity is still an issue, FRES collaborates with the search committee chair, department chair and/or Dean to expand search strategy.

6. As long as the Job posting remains active to applicants; AHRS continues to route qualified applicants to hiring team.

7. At 30 days, the AHRS will send the hiring manage an email reminder that all candidates need to be dispositioned and reference checks completed before submitting an offer.

8. Search committee reviews application materials to determine best qualified candidates for initial direct contact.

9. Committee requests FRES assess this subgroup of applicants for diversity. Hiring administrator updates disposition of these candidates to "Reviewed".

10. Interviews for these candidates are scheduled and conducted via phone, Skype or face to face. Candidates not designated for contact are moved to the disposition of "Reject" with the reason code identified by the search committee.

11. FRES, Search Committee and Dean confer about which candidates will have campus interviews.

12. Campus interviews are scheduled and conducted. Hiring administrator updates disposition for those candidates to "Interviewed". Candidates not designated for on campus interviews are moved to the disposition of "Reject" with the reason code identified by the search committee.

13. Search Committee completes selection process and recommends final candidate to the Dean. Dean confers with FRES before an offer is made.

14. **Reference check confirmation needs to be uploaded as an attachment in Recruit**.

15. AHRS confirms reference check.

Note: Search Committee members must have recruit Security access to view application materials in Recruit.

STAGE 3 - Offer Preparation and Extension
Job Offer – Approval Process
1. At the direction of the search committee, hiring administrator enters offer components, e.g. salary, moving allowance &/or hiring incentive and uploads draft offer letter developed from the template provided on the HRS website into Recruit.

2. Hiring administrator adds approvers to the offer approval chain based on School/College approval procedures. The final approver in the chain after the Recruiter Group should be Matthew Martens 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.

3. AHRS reviews offer components and offer letter for required language based on the nature of the appointment, hire or transfer and approves in Recruit.

4. If it hasn't been done already, HRS removes the job posting from the website.

5. Offer approval is moved to Provost Office. The draft offer letter is reviewed by Matthew Martens as the Provost's representative.

6. Once the offer is approved in Recruit, the primary hiring administrator receives e-mail notification.

7. Department extends the job offer. ***NOTE: Do not send offer letter to candidate until you receive approval notification from Recruit.**

8. The department communicates with non-selected candidates regarding status of the vacancy. With information from search committee, hiring administrator update applicant disposition from "Interview" to "Reject" with required reason code.

Finalist Accepts Offer
1. Finalist returns the signed offer letter to department chair to indicate acceptance of offer.

2. Hiring administrator updates the Job Offer status to indicate the candidate accepted.

3. Hiring administrator sets up the finalist for pre-employment background check in Recruit. If no check is required Hiring Manager notifies AHRS of offer acceptance.

4. If background check is required, the finalist receives an email invitation to complete the background check online. HireRight will provide the link to their system, along with logon and temporary password information. ***NOTE: The finalist cannot begin work until an acceptable background check is returned.**

5. **Once the department receives the candidates higher education transcripts, a copy needs to be sent from the department to the AHRS. The AHRS will add them to the requisition in Recruit**.

STAGE 4 - Hiring and Onboarding
HRS Monitors CBC status and Creates EMPLID

1. HRS-NER checks the HireRight database for completed CBC results.

2. If the background check contains any convictions, Provost's representative reviews for job relevance.

3. HRS-NER adjudicates the CBC report independently or based on feedback from Provost's representative.

4. HRS-NER 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-NER notifies department to rescind the offer.

5. HRS-NER initiates the Prepare for Hire action which creates an ePAF. This ePAF drives to the work list for the initiator in the department where the hire will be processed.

Department Processes Hire Paperwork

1. Department PAF processor reviews the existing data on the ePAF in workflow.

2. PAF is updated 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.

3. 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

1. CAPS reviews data fields on the ePAF. Information on the finalist's onboarding forms is reviewed. As the final reviewer, CAPS 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.

2. The completed hire process will cause the applicant status to change to Hired, and the job opening will update to Filled/Closed in Recruit.