

THE HIRING PROCESS

Key:
 Dept Department
 VC Vice Chancellor
 HR Human Resources
 AA Affirmative Action
 SC Search Committee

Dept determines need for position (benefited or non-benefited) and if it has the appropriate funding resources

Dept consults with HR on position parameters (classification, position info, salary level) and advises on anticipated search requirements

Dept prepares formal paperwork ([position recruitment form](#), [position description form](#)) based on consult with HR and then completes Fiscal Impact

Recruitment for position goes through formal approval process (Recruiting Unit Head, Dean/Director, VC)

If funding source is state or permanent trust, request is reviewed by Provost for academic units and Deputy Chancellor for non-academic units for approval before recruitment may begin; if funding source is non-state (excluding permanent trust), once VC has approved request, recruitment process may begin.

Once Recruitment for position is approved, HR/AA advises on recruitment strategies/search requirements, then Dept recruits for position

If benefited, or requested

If non-benefited

HR advertises position

Dept finds successful candidate

Dept consults with AA, prepares for interviews

Appointment is made

If professional, Dept forms SC; AA approves SC and questions. If a 509 union position, send the list of SC members to HR as well.

If classified, Dept Conducts interviews

SC conducts interviews, Forward semi-finalist to AA for review/approval

Dept completes search, forwards finalist and recommended candidate to AA

AA approves process

HR notifies the Dept that an offer can be made.

Candidate completes pre-employment paperwork, if necessary

Dept prepares [personnel action forms \(PA\)](#), forwards to HR prior to start date

HR verifies that information on PA matches positions recruitment and description forms

Information entered into Payroll and check is generated for employee