



## **HIRING PROCESS**

### **Classified, Exempt & Faculty Searches**

**RECRUITMENT PROCESS**

## A. Steps of a Search – Overview and Timelines

| Overview  | Estimated Timeline  |
|---|---|
| <p>Step 1. Request the position</p> <p>Responsible Party: Supervisor</p> <p>Includes defining the position and creating or updating the position description, allocation of the position and salary determination by Human Resources, , seeking advance approval, if applicable, initiating the position requisition ("action") within PeopleAdmin, and obtaining electronic approval of the action within PeopleAdmin.</p> <p>Additional documentation needed during requisition process includes: essential function analysis, performance expectations (classified positions only), and screening criteria for each step of the screening process.</p> | <p>Up to one week for PeopleAdmin approval process. Pre-approval process dependent upon unit requirements.</p> <p>Exception: tenure track faculty positions are proposed by June 1<sup>st</sup> each year, and are not approved until late summer or fall depending on budget confirmation and finalization of recruiting priorities.</p> |
| <p>Step 2. Recruiting phase</p> <p>Responsible Party: HR Associate and/or department as defined by recruitment</p> <p>Includes developing and placing the advertising, creating the online posting, and receiving the online applications.</p>  | <p>Advertising runs for a minimum of 7 calendar days. Most positions require advertising for at least 10 to 14 days. Advertising for tenure track faculty positions runs for at least 30 days. Advertising for difficult to fill positions can run anywhere from 3 to 6 months or more.</p>   |
| <p>Step 3. Certification of the candidate pool</p> <p>Responsible Party: HR Associate and Affirmative Action Officer</p> <p>Involves HR notification to AA/EO for review and approval of the applicant pool after each step in the screening process.</p>   | <p>Typically one business day.</p>  |
| <p>Step 4. Screening candidates for minimum qualifications</p> <p>Responsible Party: HR Associate, Supervisor and search committee (if applicable)</p> <p>Involves verification that candidates meet the minimum qualifications as defined for the position.</p> <p>This step can be streamlined if applicant screening questions are defined and included as part of the required online application process. The questions and candidate answers appear at the end of each individual candidate's online application form.</p>  | <p>Timeline is dependent on screening methodology and volume of applicants.</p>   |
| <p>Step 5. Convening the search committee, if utilized</p> <p>Responsible Party: HR Associate, Supervisor and search</p>  | <p>The first committee meeting can be scheduled before the advertising is placed, or at any time thereafter as</p>  |

| Overview   | Estimated Timeline  |
|--|---|
| <p>committee chair</p> <p>Involves multiple meetings to perform search committee activities including: required instruction by Human Resources and AA/EO, reviewing the candidates and determining who will be interviewed, conducting the interviews, etc.</p>  | <p>long as the first meeting is conducted <b>before</b> candidate screening by the search committee begins.</p>   |
| <p>Step 6. Assessing the candidates</p> <p>Responsible Party: HR Associate, Supervisor and search committee (if applicable)</p> <p>Review of candidate materials may <u>not</u> start until after pool certification and pre-screening for minimum qualifications – see Step 3 and 4 above utilizing previously approved screening criteria.</p>   | <p>Timeline for this step is dependent on the volume of candidates and the availability of the search committee members. One to two weeks is typical for most recruitments.</p>   |
| <p>Step 7. Certification of the candidate interview pool</p> <p>Responsible Party: HR Associate and Affirmative Action Officer</p> <p>Involves HR notification to AA/EO for review and approval of the candidate interview pool at each step in the interviewing process.</p>  | <p>Typically one business day.</p>  |
| <p>Step 8. Interviewing phase</p> <p>Responsible Party: Supervisor and search committee (if applicable)</p> <p>May include both a telephone interview and an on-campus interview, as well as time to conduct reference checks. AA/EO approval of the candidate interview pool is required prior to setting up the interview appointments. For classified positions, the top three promotional candidates must be interviewed prior to any external candidates being interviewed.</p> | <p>Two to four weeks or more, depending on how many candidates are being considered at each step of the Interviewing phase and interview requirements.</p>  |
| <p>Step 9. Recommending a candidate for hire</p> <p>Involves review by AA/EOE, updating candidates' status within PeopleAdmin, receiving approval to negotiate with the candidate by appropriate Vice President and/or designee, followed by creating the Hiring Proposal within PeopleAdmin and routing the Hiring Proposal for approvals. Human Resources finalizes the offer letter and/or contract and sends it to the candidate.</p>  | <p>Up to one week.</p> <p><b>Exception:</b> tenure track faculty positions require advance approval by Provost and the President, prior to entering the Hiring Proposal within PeopleAdmin. As a result, the full hiring recommendation process requires 5 to 10 days for tenure track positions.</p> |
| <p>Step 10. Completing the search</p> <p>Involves notifying the candidates not selected for the position,</p>  | <p>Up to one week.</p>  |

| <b>Overview</b>   | <b>Estimated Timeline</b> |
|---|---------------------------|
| gathering all search committee materials for submittal to Human Resources, handling candidate inquiries and closing out recruitment file. |                           |

Timelines noted above are estimates and can be affected by events external to the recruitment process. Contact your Human Resources Associate for any questions or concerns related to search timelines.