Recruitment Step by Step (Hiring Managers)

1. Notify Amber Rawson (contact information at bottom) in the Office of Human Resources to discuss job descriptions and compensation analysis for all proposed faculty, staff, and student jobs.
    - Use the current job description template on the HR website to ensure proper formatting!
    - Start thinking of who you will recommend to be a part of the search committee for this position. While there is no set number of members, it is advisable to have at least one member from outside of your department with applicable interest/experience related to the role or who will work closely with this position once hired. It is recommended that the search committee not exceed five members, although some exceptions may apply. You will discuss search committee formulation with HR so they are aware who will be on your committee. All search committee members must sign a required confidentiality agreement before serving on the committee.
2. Once an approved, final job description has been reviewed by HR, log into ADP to submit the position requisition through the Applicant Tracking System (ATS).
3. After you submit the requisition, HR and the VP of Finance will approve (or deny and send back with comments). If approved, the position will post to the Career Center and to Indeed.
    - Any third party posts to external websites other than Indeed will need department head budgetary approval for costs associated with posting, and will be handled by HR. If you wish to post to external websites, discuss this in the initial contact with the Office of Human Resources.
4. Once the position is approved/posted, put together your initial search committee meeting to develop your phone screen and in person question lists for interviews, discuss top candidates, etc. Send final lists of questions to your HR counterpart for review before you begin interviewing candidates.
    - ALL search committee members must sign and agree to a confidentiality agreement. These signed forms must be sent to HR prior to the person serving on the search committee in any capacity. If a proposed member of the search committee does not agree to sign the confidentiality agreement, they may not serve on the search committee.
5. Once the position is "live" and accepting applicants, you will review all applicants via the ATS online. The ATS is where you view the candidate's application materials, change their application status throughout the different stages of the process (i.e. move from applicant to phone interview, etc), and where HR will send offer letters and other new hire paperwork to candidates.
    - Keep all notes from any phone or in person interviews, as these need submitted to HR. You can also scan/attach them to the applicant file in the ATS.

6. Once you have made a decision on who you want to offer the position to, you will contact their references listed on their application. Keep these notes to send to HR or attach in the ATS as well.

7. If references check out positively, contact Amber Rawson to discuss their start date, salary you want to offer, etc. Be prepared to provide standard work schedule for the position (hours/days), confirm who the hire(s) will report to, etc. for the offer letter details that HR will send the candidate.

8. Once terms of verbal offer are approved, you can call the candidate to make the verbal offer, noting to the candidate it is contingent upon a successful background check. If they accept, notify Amber Rawson so she can draft and send the offer letter to the candidate via the ATS. The candidate will be given a turnaround time of typically 24 – 48 hours to electronically attest their acceptance of the offer letter/terms and return this to HR so they can proceed with ordering a background check, scheduling time for new hire paperwork, etc. (Note – faculty offer letters will still come from Cyndi Fein in the Dean's Office, but will also be sent using the ATS).

   - Background checks can take 7 – 14 business days to complete and must be completed prior to the candidate starting in their role.

9. Once offer letter is signed by the candidate, HR will draft a payroll data record for the hiring manager/supervisor to sign as well.

10. **Variances to the hiring process:**

    - For those cases when an employee will be appointed in lieu of following the formal recruitment process, all such appointments must be approved by the President of the College.

    - There may be instances when the President will give verbal authorization to begin the hiring process. In these instances, the hiring leader must still complete all of the necessary steps/forms as identified above in the regular hiring process.

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