Department Recruitment Flowchart

Start

Department requests posting

Department sends PD to Employment for posting (no changes to PD and reviewed within the last 2 years)

Department enters PD into Position Management side of PeopleAdmin

Department receives notification that PD is approved for recruitment and receives posting questions to complete and return to Employment

Department determines search committee roles and responsibilities, verifying that everyone has completed Safe Hire Training via Cornerstone

Employment posts position within 3 business days of receipt

Department creates recruitment timeline in Outlook

Department creates screening grid

Department reviews ethical hiring practices, confidentiality, and biases within interview team

Department reviews applications

Department determines types of interviews (phone, Zoom, or on-campus)

Department determines how many rounds of interviews

Department submits completed screening grid to Employment for approval

Department contacts candidates for initial screening

Department manages applicants within PeopleAdmin, dispensing or disqualifying accordingly

Department determines candidate short list

Department schedules interviews

Department conducts interviews

Phone screen

In-person (virtual, Zoom, Teams)

Department selects finalist(s)

Department moves applicants to appropriate PeopleAdmin workflow

Department conducts three reference checks

Department completes and submits hiring proposal in PeopleAdmin

Employment approves hiring proposal

Department extends a verbal offer

Applicant counteroffers; Department contacts Employment for additional guidance

Applicant withdraws; Department advises Employment to cancel hiring proposal and selects next finalist

Department contacts applicant and discuses a start date

Department advises Employment that applicant has accepted the offer

Employment initiates background check

Department contacts Employment to complete the offer letter

Applicant signs offer letter via PeopleAdmin applicant portal

Employment processes applicant into Banner. A token will be sent to the email address the applicant used when applying

End