



STAFF Recruitment Step by Step Process

<u>Task</u>	<u>Responsible Person/Group</u>
Identify a need for a new position or to refill an existing position.	Hiring Manager
Complete a request to fill a position with justification and submit to College Leadership Team (Dean, HR Manager, Director of Finance) Utilizing Position Description form.	Hiring Manager
Complete position review.	College Leadership Team
Notification of approval or denial is sent to requestor.	HR Manager
Meet to create a job description and job posting Identify a search committee and search timeline Discuss advertising strategies.	Hiring Manager & HR Manager
Create a Position Control Number(s) or identify a proper unused Position Control Number(s) Route PCN for approvals <ul style="list-style-type: none">• UA Compensation Team (Main HR)• HR Recruitment (Main HR)	HR Manager
Create Requisition (job posting) in Talent System Route Requisition for approvals <ul style="list-style-type: none">• Hiring Manager• Director of Finance• UA Compensation Team (Main HR)• HR Recruitment (Main HR)	HR Manager
Advertise position based on previously decided strategy.	HR Manager
Conduct Search Committee Training on New Talent System with committee members. Collect all signed confidentiality forms (This will likely take place after job posting is open to give the search committee the ability to train on their own job posting and candidates.)	HR Manager
Receive Search Committee Training from HR Manager. Sign Confidentiality Form	Search Committee





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Meet to discuss: <ul style="list-style-type: none">• Desired outcome of the search• Design an appropriate review process for applicants• Decide on proper interview process (phone, in-person, zoom, etc.)• Decide on when reference checks will be conducted and on which candidates.• Create initial set of interview questions focusing on minimum qualifications and job duties specific to the position to be filled• Create set of reference check questions.	Search Committee
Submit <ul style="list-style-type: none">• Review process• Interview process and questions• Reference check process and questions to HR Manager for review	Search Chair
Review and approve following processes <ul style="list-style-type: none">• Review process• Interview process and questions• Reference check process and questions	HR Manager
After Posting has closed, or review date has passed <ul style="list-style-type: none">• Review applicants based on previously designed review process• Agree on a set of candidates to move forward in the process	Search Committee
Send lists of <ul style="list-style-type: none">• candidates not chosen with disposition codes• candidates to be interviewed to HR Manager.	Search Chair
Update candidate dispositioning in the job posting based on information from Search Committee	HR Manager
Schedule interview process with candidates based on previously agreed process and timeline.	Search Chair
Conduct Interviews with selected candidates based on previously determined interview process.	Search Committee
Meet to identify final candidate(s) (This can happen after the last interview or on another day, depending on the preference of the search committee.)	Search Committee





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Finalize reference checks, if not completed earlier in the process.	Search Chair
Meet with HR Manager to discuss final candidate, starting salary and start date	Search Chair
Contact final candidate to make a verbal offer with starting salary and start date.	Search Chair
Notify HR Manager of outcome of verbal offer	Search Chair
Create and send Offer Letter and attach New Employee Checklist to offer letter and send for approvals <ul style="list-style-type: none">• Hiring Manager• Finance Manager• Dean• Central HR (only if University Employee)• Candidate	HR Manager
Send New Hire Forms to candidate (through Adobe Sign)	HR Manager
Notify: <ul style="list-style-type: none">• Hiring Manager• Search Chair• College Leadership Team That a signed offer letter has been received.	HR Manager
Notify IT Manager of new hire.	HR Manager
Order and set up Equipment needs based on position.	IT Manager
Contact other interviewed candidates, notifying them of the outcome of the search.	Search Chair
Disposition interviewed candidates in Talent System, close out search (mark as filled)	HR Manager
Submit New Hire Transaction in UAccess System	HR Manager
Work with new hire to obtain appropriate I-9 documentation	HR Manager
Contact new hire to discuss first day schedule (when, where, and who to meet with initially)	Hiring Manager





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Meet with new hire to review college level on boarding information.	HR Manager
Meet with new hire to review department level on boarding information.	Hiring Manager