

Department create Job Posting in Recruiting Solutions and submit for approvals.
Once approved, HR will post Position.

HR Routes all candidates that apply to Hiring Manager after closing date.
Search Committee screens and ranks applicants based on minimum & preferred qualifications on the HR supplied Screening Sheet.

Hiring Manager notifies Recruiter the names of the top ranked candidates they will interview.
(only top ranked candidate, top 2, top 3... ect)

Hiring Manager also sends Recruiter Interview Questions AND Screening Sheet for approval,
prior to conducting interviews.
After HR approves, Hiring Manager then can schedule interviews.

Search Committee completes Interview Report for each candidate interviewed
(Interview Report Template sent to Hiring Manger by HR)

Hiring Manager emails Recruiter Reference Questions for approval and completed Interview Reports.

HR approves Reference Questions. Hiring Manager contacts candidate's References.

Hiring Manager informs Recruiter of Names and Contact info of References checked.

Recruiter reviews files and approves Hiring Manager making verbal offer.
Verbal offer is made contingent upon completion and clearance of background check

Hiring Manager makes Verbal offer.
If accepted, notifies Recruiter so background check can be sent to candidate.

Hiring manager submits Prepare Job Offer in Recruiting Solutions for approval.

Recruiter will post online official offer letter after Background is cleared AND Prepare Job Offer is approved by all departments.

Candidate accepts online job offer. Recruiter completes Prepare For Hire and submits to payroll for processing. Department will receive an email that the candidate is "HIRED".
Recruiter emails department with onboarding material for new hire.