



HIRING FLOW DIAGRAM New Hires/Re-Hires

1. Hiring Authority prepares and submits position requisition, justification and award letter (if applicable) to the applicable Budget Manager. Budget Manager confirms funding source and forwards information to appropriate VP/Dean/Provost & President for approval.

2. Upon receipt of required approval, Budget Manager notifies Hiring Authority of approval and forwards the approved hiring packet to HRM.

3. HRM validates job description (or sends back to the Hiring Authority for correction). After validation of job description, HRM classifies position and determines exemption status. HRM notifies Hiring Authority of approval. Hiring Authority creates job posting. HRM posts job to affiliated websites.

4. Hiring Authority selects search committee (first time search committee members must take the search committee training provided by EEO/AA Officer), reviews electronically submitted application and supporting documents, conducts interview, selects candidate, and electronically submits Hiring Proposal to HRM.

5. Official offer letter is forwarded to candidate electronically (HRM - Staff; Academic Affairs – Faculty; President’s Office – Cabinet and Direct Reports). Signed offer letter is received from candidate. Background check is conducted by HRM upon candidate acceptance of job.

6. HRM notifies Hiring Manager of accepted offer letter. Orientation is scheduled. Hiring Authority enters appropriate ePAF. HRM approves ePAF. Payroll applies ePAF.