## HIRING PROCESS WORKFLOW CLASSIFIED

Once Strategic
Hiring Process has been approved, proceed to next step

Hiring Department creates Position Request Authorization (PRA) PRA reviewed/ approved by Hiring Department, Unit Approver, Compensation, Budget, Compliance, and Division Talent acquisition (TA) creates the job posting typically within 48 hours after PRA approval

TA sends posting to Hiring Department for review and consults on recruitment plan including advertising

TA obtains interview feedback for all candidates interviewed and submits finalist list to Office of Compliance/ EOAA for review

TA coordinates interviews from top 10 list collaborating with Hiring Manager and/or Department representative

Hiring Department reviews top 10 list then submits rating/screening tool to TA. TA reviews list to ensure compliance

TA reviews applications and makes determination of appropriate levels of applicant diversity, and if applicable conduct testing. Then creates a top 10 list for the Hiring Manager

Postings are open/active for a minimum of 2 weeks to accept applications

TA conducts reference checks, employment and degree verification (if applicable), background checks, and lift test (if applicable) on selected candidate(s) for hire

TA contacts
selected candidate
to make verbal offer
of employment

TA creates
classified offer
letter via applicant
tracking system

Once offer is accepted, TA coordinates New Hire Paperwork and KSU onboarding

review

New Hire attends orientation within first 2 weeks of start date