## HIRING PROCESS WORKFLOW FACULTY

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
Dept. for review and approval.
Then Hiring Depart. consults
with Diversity, Equity, &
Inculsion (DEI) on recruitment
plan including advertising

Finalist list selected and interviews conducted by search committee

Hiring Dept. should confer with Diversity, Equity, and Inclusion (D.E.I.) prior to conducting any interview.

TA reviews candidate pool to ensure appropriate levels of applicant diversity. Hiring Manager reviews all applications and submits initial rating/screening tool to TA

TA/ Affirmative Action asks all members of the interview/search committee to complete the Hiring Manager Certification Once Hiring
Dept. finalizes
recruitment plan with
DEI, TA places advertisements. Postings
are open/active to
accept applications
for 90 days

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

Search Committee
conducts employment
verification and references;
Academic Personal (AP)
does degree verification/
accreditation, and initiates
background check(s) on
selected candidate(s) for
hire. TA will perform
background check

Hiring Dept. creates draft offeletter (from template on AP website) and sends to AP for review and approval. AP sends approval letter to Hiring Dept. with President & Provost signatures. The Hiring Depart. gets the candidate to sign off on the letter and sends it back to AP

Docusign and
Getting Started
packets are sent to
candidate. AP works
with candidate to
enroll into New
Hire Orientation

AP then sends a copy of the offer letter via email to TA to process in the applicant tracking system