HIRING PROCESS WORKFLOW UNCLASSIFIED

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

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

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

TA/Affirmative Action asks all members of the interview/-search committee to complete the Hiring Manager Certification regardless of paygrade. A formal search committee is only required for positions in pay grade 10 & above

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

Hiring Dept.
completes salary
offer worksheet and
sends to TA for
Compensation
review

Hiring Department makes verbal offer of employment to selected candidate

TA works with
Hiring Department
to complete offer
letter/ employment
agreement

Upon receipt of signed employment agreement TA processes new hire in applicant tracking system

Once offer is accepted, TA coordinates New Hire Paperwork and KSU onboarding New Hire attends orientation within first 2 weeks of start date

UPDATED: 04/01/2019