

## **Staff Hiring Process**

1. Vacant position becomes available.
2. [Review Search Committee Guidelines](#) (If applicable)
3. Department fills out a [Recruitment Request](#).
4. Recruitment Request approved by the Department Head, HR, then Finance.
5. [Update Position Description](#) and coordinate with HR on posting of position.
6. HR posts position in NEOGOV: minimum of 5 days.
7. HR Receives applications and reviews for minimum qualifications.
8. Qualified applications are sent to the hiring manager.
9. Hiring Manager meets with EEO Officer for [Pre-Interview EEO Meeting](#).
10. Hiring Manager interviews candidates, has employee fill out [background check confirmation](#) (while they are on campus), and sends hiring packet information to HR.
11. Hiring Manager picks top candidate and enters in [Request to Fill System](#) (RTF).
12. Department Head, VP, Finance, and HR review and approve top candidate information in RTF system.
13. HR offers job to top candidate after background check and RTF system completion.

## **Faculty Hiring Process**

1. Vacant Position Becomes Available.
2. [Review Search Committee Guidelines](#)
3. Department fills out a [Recruitment Request](#).
4. Recruitment Request Approved by Department Head, Provost, HR, and Finance.
5. Coordinate with HR on posting of position in NEOGOV. Paid advertisements in other publications or websites must be approved by the Provost's Office.
6. HR Posts Position in NEOGOV: minimum of 5 days.
7. HR Receives applications and reviews for minimum qualifications.
8. Qualified applications are sent to Chair/Search Committee.
9. Chair/Search Committee meets with the Provost to discuss applicant pool and with the EEO Officer for [Pre-Interview EEO Meeting](#)
10. Chair/Search Committee asks the top 3 candidates to come to campus for interviews. Prior to final arrangements being made, departments must follow [Interview Expense Policy](#). Once expenses are approved by the Provost, copies of the approved interview expense form will be sent to department so final arrangements can be made.
11. Chair/Search Committee interviews candidates, has each applicant fill out [background check confirmation](#) (while they are on campus) and sends interview packet and background check information to HR.
12. Department Head lets Provost's Office know of selection and offer letter is approved by the Provost.
13. Provost offers job to top candidate after background check results are in.
14. Once candidate accepts, the department enters in new employee in the [Request to Fill System](#) (RTF).