

# HR

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# S.M.A.R.T

*Source for  
Monthly Answers,  
Reminders, and Tips*

## **RECRUITMENT STEPS (continued)**

### **Reminder:**

Screening of an applicant must wait until the position has been posted for the required amount of time.

- 7 days for hourly positions or 30 days for salaried positions

### **Recruitment Steps:**

#### ***Screen Applicants (Screening Tool)***

- Search committee will complete an initial screening of all applicants. If the applicant does not meet the minimum requirements (education and experience), the applicant can be notified and dispositioned.
- Applicants will be scored based off the information provided on their resume, minimum qualifications, and preferred qualifications.
- Zoom screening interviews can be completed to identify the top 2-3 candidates. Additional scoring should be added to the screening tool. For example, communication skills and ability to answer questions thoroughly.
- Once the top candidates are identified, notify Maggie McCombs in HR, to remove the job posting.

#### ***Interview Candidates***

- On campus interviews will be conducted for the top 2-3 candidates. Once the interviews are concluded, the search committee will be required to enter their interview comments and ratings in Workday.
  - For Faculty on campus interviews, an approval process in Workday is required prior to scheduling the interview. (Approval is needed from the Chair, Dean, and Provost.)

#### ***Reference Checks***

- Once the top candidate is identified, reference checks will need to be made by the search committee chair or hiring manager.
  - Information obtained during reference checks will need to be emailed to Maggie McCombs in Human Resources.

#### ***Official Offer***

- Before an official offer can be made, approval of the candidate and salary is needed from the supervisor hierarchy.
- The official offer will be extended to the candidate from the Human Resource Office.

#### ***Background Check***

- Once the candidate accepts, HR will send the authorization form to the candidate.
- Upon receiving the results, the search committee chair and supervisor will be notified. At this point the search committee chair can notify the remaining candidates and then disposition them in Workday.

#### ***Workday Offer/Hire***

- After the background check results are in, an offer in Workday must be submitted and routed through the supervisor hierarchy once more.
- Once the approval steps are completed, the hire is kicked off. This will generate an inbox task to the department. The new hire process will include I-9 processing, Workday security access, appointment form, and lastly onboarding.