

HR

S.M.A.R.T

*Source for
Monthly Answers,
Reminders, and Tips*

ALL ABOUT RECRUITMENT

Steps to Posting Open Job Positions

- Department seeks approval to fill the position from the Executive Leadership team.
- Once approval is granted, the department partners with Maggie McCombs, HR Program Specialist, to discuss next steps.
- HR will need:
 - Updated Job Description
 - List of Committee Members (one chair and at least two additional committee members)
 - Identify a JEDI Advisor if required
- Once all information is provided to HR, the requisition will be created in Workday and will route through the supervisory hierarchy for approval.
- Positions can be posted in the following locations as well as program specific sites:

<ul style="list-style-type: none"> ◦ <i>Internal - Workday</i> ◦ <i>External - Careers Website</i> ◦ <i>TigerDaily</i> ◦ <i>Work Hays</i> ◦ <i>The Chamber Website</i> 	<ul style="list-style-type: none"> ◦ <i>Higher Ed Jobs</i> <ul style="list-style-type: none"> ▪ <i>Diversity Boost (additional cost)</i> ◦ <i>The Chronicle of Higher Ed</i> <ul style="list-style-type: none"> ▪ <i>Diversity Boost (additional cost)</i>
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- Most positions are required to be posted for 30 days; however, some can be posted for 7 days. Please contact HR if you have questions.

Stay tuned for December's newsletter containing the in's and out's about the candidate screening and interview process.

All search committees are required to meet with Compliance Officer, Amy Schaffer, if any questions arise during the search please contact her at alschaffer@fhsu.edu or 785-628-4175.

**RECRUITMENT
CORNER**

CUSTODIAN - RESIDENTIAL LIFE

UNIVERSITY POLICE SERGEANT

**SENIOR DIVERSITY OFFICER &
ASSOCIATE GENERAL COUNSEL**