

HR

S.M.A.R.T

*Source for
Monthly Answers,
Reminders, and Tips*

ALL ABOUT RECRUITMENT

Steps to Posting Open Job Positions

- Department will need to get approval to fill the position from the Executive Leadership team.
- Once approval is granted, the department will reach out to Maggie McCombs, HR Program Specialist, to discuss what is needed to move forward.
- HR will need:
 - Updated Job Description
 - List of Committee Members (one chair and two additional committee members)
- Once all information is provided to HR, the requisition will be created in Workday and will route through the hierarchy for approval. The approval process can take up to 15 business days.
- Once approved, the positions are posted for advertisement. All positions have the potential to be posted to the following locations:
 - Internal - Workday
 - External - Careers Website
 - TigerDaily
 - Work Hays
 - Higher Ed Jobs
 - The Chronicle of Higher Ed
 - The Chamer Website
- Salaried positions are required to be posted for 30 days and hourly positions are required to be posted for 7 days
- Once the search committee has identified the top candidate after interviews, they must receive approval from the VP/Dean before HR makes the official offer.
- After an offer is made and the candidate accepts, it is contingent on a completed background check (these can take up to 14 days to process).
- After the background check results are in, an offer in Workday must be submitted and routed through the hierarchy once more.
- Once the approval comes to HR, the hire will be kicked off in Workday.

As always, please contact HR with any questions about recruitment to keep the process moving smoothly.

RECRUITMENT CORNER

TELECOMMUNICATIONS
TECHNICIAN - TECHNOLOGY
SERVICES

GRADUATE SCHOOL RECRUITER

ADMINISTRATIVE SPECIALIST