FLOW CHART ON HOW TO FILL A VACANCY

START!

Advice from HRM and Staff Recruitment Assignments

1. The manager who has the opening will contact the AVP of HR for advice on the appropriate job classification, PD, and salary. This will normally be delegated to the Manager of Classifications. Backup include the Assistant Director and the AVP.
2. Each recruitment will be assigned to designated HR manager and support staff based on work load. The support staff will assist the end user with Peoplesoft technical issues. The manager will serve as quality control.

Required documents for posting: (State and Foundation)

1. Position Description (one e-mailed to HR).
2. Freeze waiver if freeze is in effect for permanent jobs except Foundation.
3. HR will create the requisition for all MPP jobs.
4. HR will enter recruitment questions for min. qualifications and years of experience on behalf of the affected department.

Electronic Screening of Applications:

1. HR will use Peoplesoft to screen for minimum qualifications i.e., education and years of experience.

Posting Requirement:

1. Bargaining Unit positions - 2 weeks.
2. MPP - 2 weeks (except Admin. III & IV which require 30 calendar days).

Location of Postings:

1. Campus web site.
2. Chancellors website
3. Local governments.
4. Newspapers, web sites, etc., if requested and paid for by affected Division.
5. All MPP jobs posted on Inside Higher Ed.com

Submit qualified applications to affected department or committee chair:

The packet will include:
1. Computer disk with instructions
2. Interview Committee Member List
3. Approved Interview Questions
4. Schedule for completion
5. Interview rating forms
6. Reference forms
7. Salary Recommendation to Pay above 1st Quartile for the range.

** For Foundation Jobs:
1. Personnel Action form

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**Screening/Interviews**

1. HR manager will attend 1st meeting of the team and explain forms and recruitment process
2. Affected dept. does final screening. If the team wants to review hard copy applications, read the business process guide on how to print.
3. Affected dept. conducts interviews.

**Decision to offer the Job**

Submit the following to HR:

1. eFAST or eHIRE or Foundation Personnel Action form & Position Description with appropriate signatures.
2. Interview rating sheets.
3. Complete team interview summary evaluation online
4. Salary recommendation. If above 1st quartile for the range, include written recommendation and justification signed by the affected VP.
5. Reference Forms.
   *HR will make the offer if it only has items 1 & 6 above. The other required forms will follow.

**Offer Rejected - Options**

1. Counter salary offer.
2. Extend offer to 2nd candidate (2nd eHIRE/eFAST needed).
3. Re-advertise the position.
4. Decide not to fill.

**Offer Accepted**

1. **HR finalizes the completion of the eFAST or eHIRE.
2. HR notifies the affected department.
3. **HR schedules new employee for sign-in, before he/she reports to the new department.

For Foundation Jobs:

1. **HR finalizes the Personnel Action form.
2. New employee signs-in with Foundation.

**Making the Offer**

Only the HR Office can make an offer and discuss salary. The affected department will provide HR with a salary range to allow successful negotiations to take place. HR will make the offer within 48 hours of the request providing that all required materials have been submitted.

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*For non-MPP positions and Administrator I and II positions, interview committees shall have at least three members. Said members do not have to be from a different department. The committee shall be culturally diverse whenever possible. For Administrator I and II MPP positions, the three-member team shall have at least one member from another department or division. When filling a position contained within Unit 4, at least one interview team member must be a bargaining unit member. For Unit 8, the majority of the interview team members must be from a department other than the campus police department.*