Unit contacts ER/HR recruiter to fill a position.

Recruiter has consultation with unit hiring manager (HM) regarding duties and responsibilities, salary, justification, CFOAP, EE group. Recruiter explains to HM that ER/HR will chair the search.

Recruiter routes duties and responsibilities to job description coordinator (JDC). JDC creates or edits job description.

HR Associate (HRA) initiates and routes exception form in HireTouch.

Was exception form approved at all levels (ER/HR, Unit head, SAVP/VP, CFO, Pres)?

Yes

HRA updates AP position database

Recruiter notifies HM that the position has been approved.

Recruiter and HM discuss logistics, kick-off meeting, and search committee.

HRA drafts ad and sends to HM for approval.

HRA completes EEO Form I and routes for EEO approval (unit head, ER /HR, EOHR, UEOR). PAPE completed and approved by ER/HR.

EEO approves search.

Recruiter notifies HM of approval.

HRA places ads.

Search opens and applicants apply.
Hiring an Academic Professional

A

Has applicant been convicted of a crime?

Yes

HRA prints application and form and routes to ER/HR head or designee.

Is applicant eligible to remain in search?

No

Applicant is withdrawn from search pool. HRA updates HireTouch status to “Denied” and notifies candidate.

Yes

Applicant is kept in search pool. HRA updates HireTouch status to “In Progress”.

Recruiter schedules search committee meeting and sends search info to search committee members.

Search closes.

HRA prescreens applicant resumes and sends report to search committee.

Search committee kick-off meeting.

Recruiter creates interview questions and sends to search committee for feedback.

HRA requests interview meeting schedule availability from all search committee members using Doodle.

HRA pre-screens applicants including: confirm salary expectations; location; overview of duties; applicant interest; schedule interview.

HRA sets up interviews and updates meeting notices.

HRA sends information packet to candidate including: date/time, itinerary, parking, directions, job description, and search committee.

Recruiter sends finalized interview questions to search committee members.

Conduct interviews. During interview, recruiter greets candidate, initiates introductions, provides an overview of the job and benefits, and relates next steps.

B
Hiring an Academic Professional

Are finalists identified?

Yes

Hold a second round of interviews?

Yes

HRA schedules interviews.

Interviews conducted.

Search committee identifies top candidate.

HM selects candidate.

HRA checks references and performs background check if applicable.

HRA notifies HM of reference check results.

HM recommends salary.

Recruiter requests salary approval from President’s office.

Salary approved by President’s office?

No

Recruiter verifies salary is salary within approved range?

No

Recruiter completes EEO Form II and routes for approval.

Form II approved at all levels (unit head, ER/HR, EOHR, UEOHR).

Recruiter notifies HM of approval.

Yes

Yes

Recruiter has consultation with HM. Options include closing the search, re-advertising, or re-evaluating applicants.
Hiring an Academic Professional

Recruiter notifies HM.

Does candidate accept offer including proposed salary?

Does unit want to counter offer?

Is counter offer within range?

Does HM want to make offer to second choice applicant?

Failed search consultation with HM.

Recruiter extends offer to candidate.

HRA drafts offer letter considering the following factors: Is this a visiting position? Is the proposed salary over 90K? Is this an internal candidate?

HRA sends to candidate: offer letter, updated JD, security compliance form (if applicable).

Candidate signs and returns JD, offer letter, and security compliance form. In some cases the security compliance form may be completed at a later date.

HRA updates the job description in the Job Description Database by entering signature date and checking the “active” box.

HRA creates an electronic EE folder.

HRA notifies HM of returned offer letter. HRA sends HM new hire checklist if applicable.

HRA send rejection emails.

If salary is over 90K, HRA sends offer letter and resume to biosketch coordinator (HR Specialist).

HRA archives search.
Hiring an Academic Professional

Is the incumbent internal or external to the University?

External

HRA performs degree verification.

HRA creates Nessie New Hire logon (see New Hire job aid) and initiates new job.

HRA sends network access form to unit USC.

Internal

HRA sends welcome letter email to incumbent.

If internal to UA, recruiter discusses unit to backfill.

If this is a Chicago new hire, incumbent completes federal sanction form, and photo ID authorization form; HRA establishes netID via the Phonebook.

If incumbent will be taking a job in VPHA, incumbent must complete a physical.

EE completes section I of form I-9 and provides appropriate documents.

HRA completes section II of form I-9.

Incumbent completes Employee information form including degree selection, loan default form, and ethics training.

HRA initiates HRFE add a job transaction (see Add a Job job aid).

HRA creates file if needed and routes AVSL form.

AVSL email sent to EE.

HRFE applier applies transaction.

Automatic email sent to HR processing contact.

HRA routes transaction to HRFE applier. Update supervisor info.