

Regular Exempt Staff Recruitment Process

1. **DH/Dean:** Submits job requisition (ZPOSITION000) in IRIS (Workflow approvals required); contacts HR for job ad assistance. NOTE – Submission of job requisition may be delegated to the hiring manager (varies by College).
2. **HR:** Assists with job ad; posts job to Taleo and to affinity sources.
3. **OEI:** Contacts search committee chair and hiring manager to schedule a meeting to discuss search plan; and will confirm completion of Search Committee Training and grant access to candidate pool in Taleo.
4. **HR:** Screens applications for minimum qualifications; after 10-day minimum posting period, releases qualified candidates to HM/SC.
5. **HM/SC:** Identifies primary and secondary interview pools in Taleo utilizing OEI approved evaluation rubrics; schedules and conducts Zoom interviews; notifies OEI of candidates interviewed and those selected for on-campus interviews.

NOTE – When notifying OEI of candidates selected for on-campus interviews, completed application and Zoom rubrics should be included.

6. **OEI:** Reviews candidate pool for on-campus interviews and designates finalists in Taleo (copy HR).
7. **HM/SC:** Conducts on-campus interviews; submits hiring recommendation and any required documentation (varies by College) to DH/Dean.

NOTE – A verbal offer may not be extended until OEI has reviewed search process documentation and background check is complete.

8. **DH/Dean:** Determines successful candidate and submits final search process documentation (interview questions/rubrics/campus interview itineraries) to OEI; notifies HR to initiate hire in IRIS.
9. **OEI:** Reviews and archives search process documentation (copy HR).
10. **HR:** Enters job offer in IRIS (workflow approvals required); initiates background check.
11. **DH/Dean:** Upon approval of background check, extends verbal job offer; upon acceptance, rejects remaining candidates in Taleo. NOTE – Extension of verbal offer may be delegated to the hiring manager (varies by College).
12. **HR:** Works with HM/SC to prepare written job offer; schedules intake and orientation; closes job in Taleo.

<p>DH/Dean – Department Head/Dean HM/SC – Hiring Manager/Search Committee HR – Human Resources OEI – Office of Equity and Inclusion</p>
