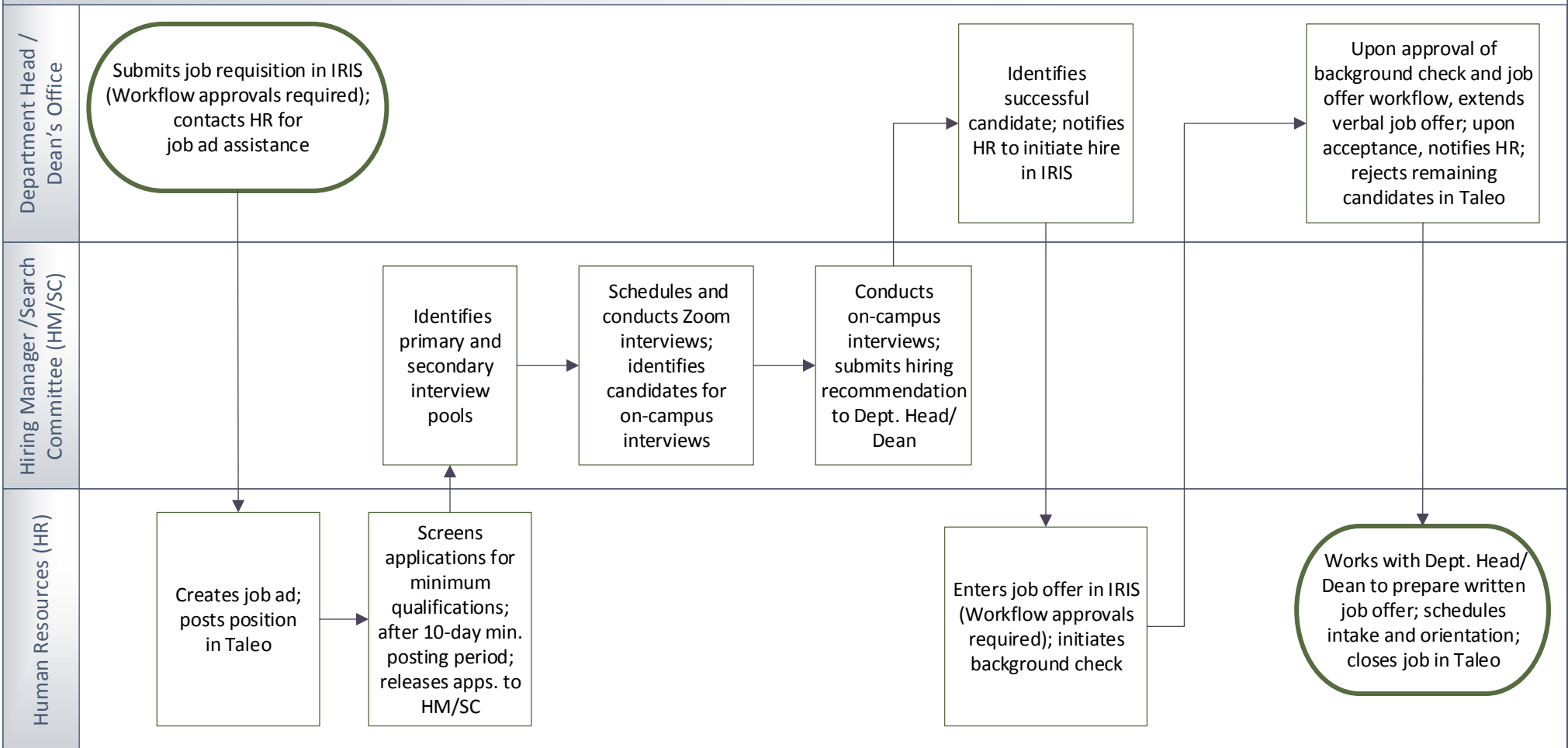


# Regular Non-Exempt Staff Recruitment Process



Creates job ad; posts position in Taleo

Screens applications for minimum qualifications; after 10-day min. posting period; releases apps. to HM/SC

Identifies primary and secondary interview pools

Schedules and conducts Zoom interviews; identifies candidates for on-campus interviews

Conducts on-campus interviews; submits hiring recommendation to Dept. Head/Dean

Enters job offer in IRIS (Workflow approvals required); initiates background check

Identifies successful candidate; notifies HR to initiate hire in IRIS

Works with Dept. Head/Dean to prepare written job offer; schedules intake and orientation; closes job in Taleo

Upon approval of background check and job offer workflow, extends verbal job offer; upon acceptance, notifies HR; rejects remaining candidates in Taleo

Submits job requisition in IRIS (Workflow approvals required); contacts HR for job ad assistance