

Regular Non-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 Department/College).
2. **HR:** Assists with job ad; posts job to Taleo.
3. **HR:** Screens applications for minimum qualifications; after 10-day minimum posting period, releases qualified candidates to HM/SC.
4. **HM/SC:** Identifies primary and secondary interview pools in Taleo; schedules and conducts Zoom interviews; identifies candidates for on-campus interviews.
5. **HM/SC:** Conducts on-campus interviews; submits hiring recommendation and any required documentation (varies by Department/College) to DH/Dean.
6. **DH/Dean:** Determines successful candidate; notifies HR to initiate hire in IRIS.
NOTE – A verbal offer may not be extended until background check and job offer workflow are complete.
7. **HR:** Enters job offer in IRIS (workflow approvals required); initiates background check.
8. **DH/Dean:** Upon approval of background check, extends verbal job offer; upon acceptance, notifies HR; and rejects remaining candidates in Taleo.
NOTE – Extension of verbal offer may be delegated to the hiring manager (varies by Department/College).
9. **HR:** Works with HM/SC to prepare written job offer; schedules intake and orientation; closes job in Taleo.

DH/Dean – Department Head/Dean
HM/SC – Hiring Manager/Search Committee
HR – Human Resources