

### Regular Faculty Recruitment Process

1. **DH/Dean:** Submits job requisition (ZPOSITION000) in IRIS (Workflow approvals required); and contacts OEI for job ad assistance. NOTE – Submission of job requisition may be delegated to the hiring manager (varies by College).
2. **OEI:** Assists with job ad; posts job to Taleo and affinity sources; verifies completion of search committee training and grants access to candidate pool in Taleo (copy HR); and contacts search committee chair and hiring manager to schedule meeting to discuss search plan.
3. **HM/SC:** Identifies primary and secondary interview pools in Taleo utilizing OEI approved evaluation rubrics.
4. **HM/SC:** Schedules and conducts Zoom interviews; notifies OEI of candidates interviewed and those selected for on-campus interviews.

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

5. **OEI:** Reviews search process documentation for candidates selected for on-campus interviews (copy HR).
6. **HR:** Initiates background check consent for candidates selected for on-campus interviews.

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

7. **HM/SC:** Conducts on-campus interviews; submits hiring recommendation and any required documentation (varies by College) to DH/Dean.
8. **DH/Dean:** Determines successful candidate and submits complete search process documentation (interview questions/rubrics/campus interview itineraries) to OEI.
9. **OEI:** Reviews and archives search process documentation (copy HR).

10. **DH/Dean:** Upon approval of background check, extends verbal job offer; upon acceptance, notifies HR to initiate hire in IRIS; and rejects remaining candidates in Taleo.

NOTE – Extension of verbal offer may be delegated to the hiring manager (varies by College).

11. **HR:** Enters job offer in IRIS (Workflow approvals required); works with Academic Affairs to prepare appointment letter; schedules intake/orientation; closes job in Taleo.

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