



Exempt Staff Hiring Process Quick Guide

UPDATE 10/16/18: Based on communications regarding the revised hiring procedures, if a vacant faculty or exempt staff position exists and there is not a current search process underway, the process may only be advanced with a specific recommendation from the appropriate Vice President to the President. Non-exempt positions with the appropriate Vice President's signature on the Request to Fill form will serve as notification that appropriate review and approval of each position has occurred.

Step 1: Request to Fill

Department submits a [Request to Fill](#) form, along with the appropriate requested documents, for approval.



Step 2: Posting Development

- A. HR develops the position in the PeopleAdmin applicant tracking system and routes for appropriate approvals (hiring supervisor, dean, Provost, IDEA, President).
- B. When posted externally HR prepares and sends advertisement memo to the hiring supervisor for approval.



Step 3: Advertisement

- A. Position advertises internally for 5 business days. Internal/external concurrent will be reviewed as requested. External advertisement runs a minimum of 3 weeks.
- B. HR advertises with Inside Higher Ed, HigherEdJobs.com, HERC, and The Paducah Sun
- C. The hiring department pays for The Paducah Sun, and also arranges and pays for additional advertisements.



Step 4: Applicant Review & Interviewing

- A. Each committee member must complete the [Search Committee Training](#) in Canvas prior to access to review applicants. The committee chair, or designated DEI Advocate, must also complete the [DEI Advocate module](#). A [Search Committee Guidelines Acknowledgement form](#) must be signed at the onset of each search.
- B. The committee chair will ensure all committee members evaluate each applicant within the system, prior to interview requests.
- C. Once evaluations are completed the search committee chair will move all applicants through the workflow, as well as moving the committee's agreed upon applicants to " Preferred Interview Group".
- D. The search committee chair will receive email notification to conduct interviews once interviews are approved. The committee must schedule on campus interviews for a minimum of two candidates. Conducting Skype interviews in lieu of on-campus interviews will be reviewed for each search, when requested.
- E. External candidates may complete the [Authorization of Background Investigation](#) when on campus.



Step 5: Final Search Meeting

- A. The search committee chair schedules the final search meeting for all committee members and HR.
- B. The search committee discusses and recommends candidate(s) for hire.
- C. All committee member's search materials and notes are provided to HR at the final meeting.



Step 6: Hiring Proposal

- A. The Search Committee Chair will move the agreed upon applicant(s) to "Recommended for Hire", create and submit the Hiring Proposal for approval within PeopleAdmin.
- B. Once the hiring proposal has been fully approved, the Hiring Supervisor will be notified via email that they are approved to make the verbal offer. All offers are contingent upon a successful background check.



Step 7: Offer and Onboarding

- A. Once the verbal offer is accepted, the Hiring Proposal will be moved in the system by the hiring supervisor and a [Personnel Action form \(PA\)](#) will be routed for approvals.
- B. The search committee chair contacts applicants interviewed, not hired. HR contacts all remaining applicants.
- C. HR onboarding process is initiated.