

## Non-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

HR develops the position in the PeopleAdmin applicant tracking system and routes for appropriate approvals (hiring supervisor, dean/director, vice president, President).



### Step 3: Advertisement

- A. Position is advertised internally for 5 business days. If internal search is unsuccessful, position is advertised externally for 2 weeks.
- B. HR advertises with the Murray Ledger. The hiring department arranges and pays for additional advertisements.



### Step 4: Applicant Reviews & Interviewing

- A. Each committee member must sign the [Non-Exempt Search Committee Guidelines Acknowledgment Form](#), prior to the review of applications.
- B. The committee chair will ensure all committee members evaluate each applicant within the system, prior to interview requests.
- C. Once all evaluations are completed the search committee chair will move the committee's agreed upon applicants to "Request to Interview".
- D. Once all approvals are completed an email will notify the search chair that they may schedule interviews. The committee must schedule on campus interviews for a minimum of two candidates, per position. 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](#) while on campus. The background check will only be processed once a candidate has accepted a verbal offer.



### Step 5: Hiring Proposal

- A. Hiring Supervisor/Search Committee Chair will move the agreed upon applicant to "Recommended for Hire", initiate the Hiring Proposal, and submit for approval.
- 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 6: 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 hiring supervisor contacts applicants interviewed who were not hired. HR contacts all remaining applicants.
- C. HR onboarding process is initiated.