# Recruitment Process Flowchart Full-time Faculty

## Step 1

After approvals, Recruiting Manager (RM) assigns requisition to HRSTM Recruiter & notifies Dean.

Dean submits PD.

#### Step 2

HRSTM Recruiter conducts intake call with Dean & search chair to discuss position, recruitment strategy and finalize posting.

(SA included if applicable)

# Step 3

HRSTM Recruiter attends first search Committee (SC) meeting

## Step 4

Position is posted internally and if needed, externally to appropriate industry and diversity sites.

#### Step 8

Dean interviews candidate(s), confers with their VP/P and selects individual to be hired.

## Step 7

SC interviews and compiles candidate strengths and weaknesses for Dean's review

# Step 6

Dean reviews/screens applications and forwards qualified resumes to SC for review and determination for interview.

## Step 5

HRSTM Recruiter screens applications and forwards qualified candidates to Dean

#### Step 9

Dean conducts reference checks, determines initial salary and rank recommendation and sends to HRSTM Recruiter with RSR.

# Step 10

HRSTM Recruiter requests interview with President.

#### Step 11

HRSTM reviews all documents and confirms initial salary placement and rank.

#### Step 12

Chief HR Officer or designee approves salary and rank. HRSTM Recruiter notifies Dean.

## Step 15

Once candidate submits paperwork, HRSTM Recruiter will process background check and send candidate link for inperson I-9 verification.

#### Step 14

Upon acceptance of verbal offer, HRSTM Recruiter will follow up with candidate to send offer and request new hire documents.

#### Step 13

Dean sends candidate initial salary placement and rank form and extends verbal offer.

Recruitment Hiring Manager