POSITION APPROVAL AND ADVERTISEMENT

1. Screening committee can be appointed and selected criteria defined. (Not mandatory)

2. Job posting and ADA information are completed and submitted for approval by Human Resources through People Admin (People Admin can be found on the HR Services Menu channel via the eWeber portal.

3. Adjunct positions are pooled positions. Applicants are selected from the pool as positions become available. After a period of time, the pool will expire and applicants will be notified to re-certify their application.

4. Application materials are received through People Admin.

SCREENING AND INTERVIEWING APPLICANT

1. Application materials are reviewed online in People Admin. *The Applicant Rating System may be used in the evaluation of candidates but not mandatory.

2. Reference checks are done.

3. Finalist is selected.

*The Applicant Rating System is designed to assist you with the evaluation process. The system computes the weighting and rating data. Access ARS thru the faculty/staff portal.

SELECTION APPROVAL AND OFFER

1. Change status of selected applicant to Recommend for Hire in People Admin.

2. Offer of employment is made by the hiring authority**

3. New employee visits Human Resources with driver's license to complete background check process and required paperwork.

4. The new employee will also need to bring appropriate documentation and voided check to the Payroll office (Payroll X6031) to complete an I-9, W-4, and direct deposit paperwork.

5. An Adjunct new hire form will need to be sent to Payroll to create a W#. After the background check has cleared the department can activate the new employee in the SIANST banner screen and set courses in SIAASGN.

**All Adjunct offers of employment must be conditional pending results of a criminal background check.