

POSITION APPROVAL AND ADVERTISEMENT

1. Screening Committee is appointed and selection criteria and preferences are defined.
2. Position Description and ADA essential job function are reviewed/updated through PeopleAdmin in the eWeber portal.
3. Recruitment and advertising strategy is developed by committee. Where appropriate, affirmative action recruitment strategies will be undertaken.
4. Job Posting is completed in PeopleAdmin through the eWeber portal and submitted for Human Resource approval. Include outside advertising information and index/cost code to cover the cost of outside advertising.
5. Job Posting is submitted by Human Resources to Dean/Supervisor and appropriate VP.
6. Position is advertised for appropriate time period. (30 days minimum for tenure-track positions).
7. Application materials are received at <http://jobs.weber.edu>



SCREENING AND INTERVIEWING APPLICANTS

1. After the closing date, application materials are reviewed in PeopleAdmin and evaluated in the Applicant Rating System (ARS)*.
2. Candidates who don't have the posted required qualifications are eliminated.
3. Preferences are applied. Veterans - mandatory 5% or 10%. Internal and/or Diversity – up to 5% each. (See PPM 3-5)
4. At the request of the hiring authority, and with AA/EO approval, emails will be sent by Human Resources to those applicants no longer being considered.
5. Interviews are scheduled by the hiring authority. Hiring authority may request additional support from AA/EO to bring diverse candidates in for interviews.
6. Notify HR of applicants needing sponsorship to work in the United States.
7. Interviews are completed.
8. Reference checks are done.
9. Finalist is selected.

*The Applicant Rating System (ARS) is designed to assist you with the evaluation process. The system computes the weighting and rating data including Veterans Preference points. Access ARS through the eWeber portal. Questions call ext 6034.

For positions requiring a background check, please coordinate with HR (ext 6034) for finalists to come through HR for fingerprinting and benefits overview while they are on campus for their interview.

SELECTION APPROVAL AND OFFER

1. ePAR is prepared by the hiring authority.
2. Selection process is reviewed and approved by Human Resources, AA/EO Director, and appropriate VP. Offers of employment are not made prior to these signatures being obtained.
3. If position requires a criminal background check, the offer must be conditional pending the results of the background check.
4. Offer letter is sent from the Dean's office.
5. Sponsorship letter, if necessary, is sent from the Dean's office.
6. Notifications are sent by Human Resources to remaining finalists not selected.



Please be aware that this information is intended for use as a guideline only. For further information, see the WSU Policy and Procedures Manual, section 3-5.