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. Position is advertised for appropriate time period. (Two day minimum)

4. Application materials are received through People Admin.

Note: Pooled Positions are available for departments who hire continuously. Contact Human Resources for more information.

SCREENING AND INTERVIEWING APPLICANT

1. After the minimum posting date, application materials are reviewed online in People Admin.
   *The Applicant Rating System may be used in the evaluation of candidates but not mandatory.

2. Interviews are conducted. If hiring a work study student, have the candidate bring their CERT card to the interview.

3. Reference checks are done.

4. 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. Information: ext 6034

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. Change status of other applicants in People Admin (Interviewed, Not Hired, Not Interviewed, Not Hired etc).

4. A paper PAR is prepared by the hiring authority and submitted to Payroll.

5. If hiring a work study student, the selected applicant gets their CERT card signed and completed by the supervisor to take to payroll.

6. If hiring an International Student, selected applicant must obtain a letter (Work Permit) from the International Student Center.

7. The new employee will need to bring the appropriate documents, and a voided check to Payroll to complete an I-9, W-4, and direct deposit paperwork. The CERT card also needs to be turned in to Payroll at this time.

8. Selection is approved by Human Resources and marked HIRED then the job is set to "Filled" and other unsuccessful applicants will be notified.

**Note: If position requires a background check, the offer must be conditional upon the results of the background check. These employees may NOT start work until results are received.