## POSITION APPROVAL AND ADVERTISEMENT

1. Screening Committee is appointed and selection criteria and preferences are defined.

2. Position Description and ADA form 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. (10 days-non-exempt, 14-21 days-exempt)

7. Candidates apply at http://jobs.weber.edu



## SCREENING AND INTERVIEWING APPLICANTS

1. After the closing date, application materials are reviewed and rated online in PeopleAdmin and the Applicant Rating System (ARS)*.

2. Candidates that don't meet minimum 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 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 thru 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 and is submitted electronically to Human Resources.

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 approvals being obtained.

3. 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.**

**If position requires a criminal background check, the offer must be conditional pending results of a criminal background check.