Non-Exempt/Exempt Recruitment Committee Process Search Committee selected Search Committee meets with Human Resources to review process Candidates are reviewed for required qualifications Remaining candidates are rated on their paper materials (Paper screen level) Committee meets to compare committee & individual totals. Preferences are applied. Top-ranked candidates are invited for interviews Interviews are conducted and candidates are (1st interview level) Committee meets to review committee totals vs. individual totals after 1st interview ratings are completed 2nd Notify HR of foreign nationals on short list interview not needed Committee members invite candidates back for 2nd interview Search Committee chooses top 2nd interviews are candidate and conducted and committee rates 2nd creates ePAR and submits it interview criteria. for approvals (2nd interview level) Search committee meets to discuss top candidates and checks references Human Resources reviews hiring packet and submits for approvals Search Committee chooses top-ranked candidate and creates ePAR and submits it for (HR, AA/EO, VP or Provost) approvals Background Background check NOT check required. required Human Resources/Hiring Manager/Supervisor makes conditional offer contingent Human Resources/Hiring Manager/Supervisor makes firm offer upon the results of a background check Candidate accepts and background check is Candidate accepts, confirm submitted start date and set appointment to do benefits enrollments Background check approved, call candidate to extend firm offer, confirm start date and set appointment to do benefits enrollments Employee begins work on designated day and sets up benefits with Human Resources