Post Job for Recruitment

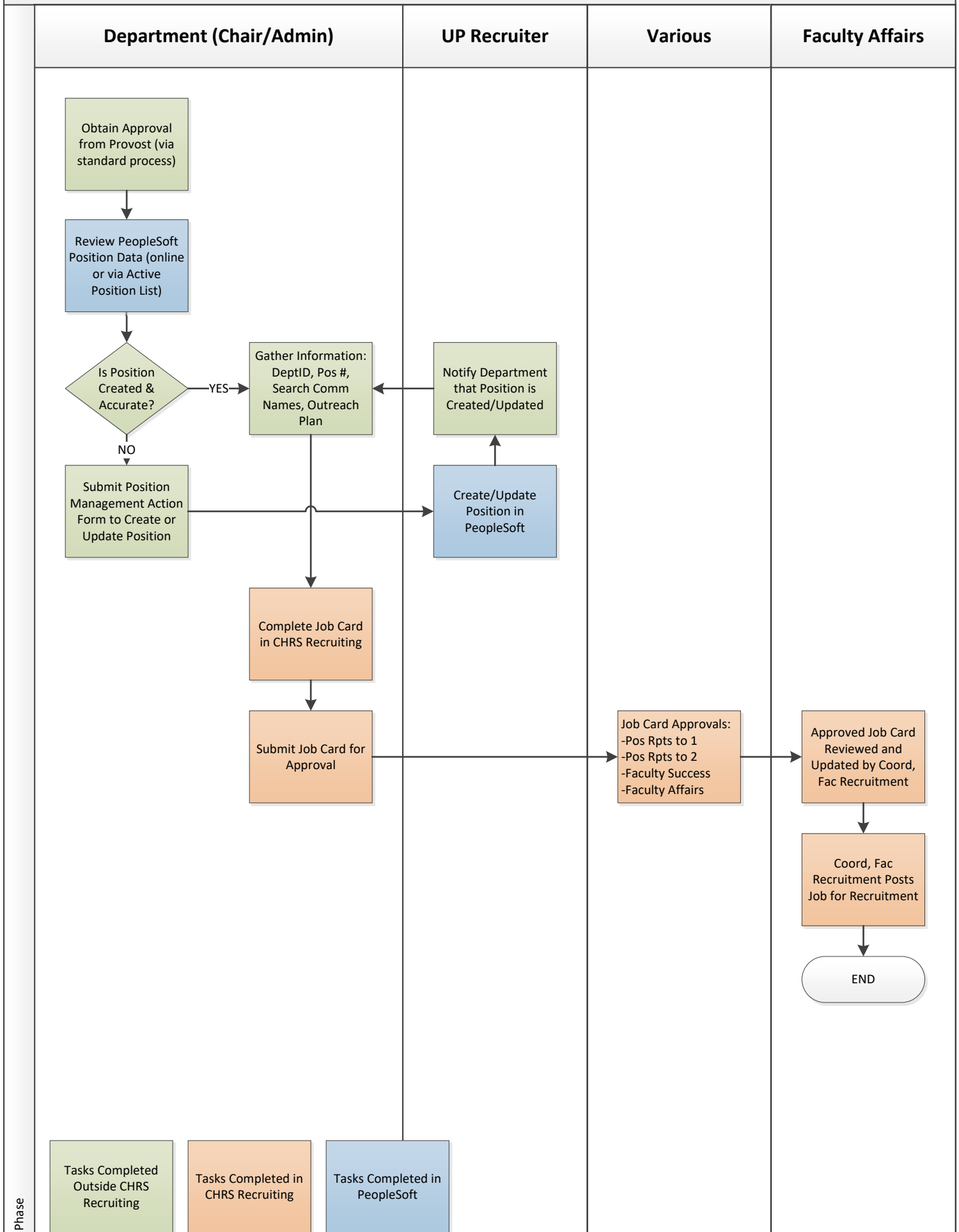|	Department (Chair/Admin)	UP Recruiter	Various	Faculty Affairs

Obtain Approval from Provost (via standard process)

Review PeopleSoft Position Data (online or via Active Position List)

Is Position Created & Accurate?

—YES→ Gather Information: DeptID, Pos #, Search Comm Names, Outreach Plan

Notify Department that Position is Created/Updated

NO

Submit Position Management Action Form to Create or Update Position

Create/Update Position in PeopleSoft

Complete Job Card in CHRS Recruiting

Submit Job Card for Approval

Job Card Approvals:
-Pos Rpts to 1
-Pos Rpts to 2
-Faculty Success
-Faculty Affairs

Approved Job Card Reviewed and Updated by Coord, Fac Recruitment

Coord, Fac Recruitment Posts Job for Recruitment

END

Tasks Completed Outside CHRS Recruiting

Tasks Completed in CHRS Recruiting

Tasks Completed in PeopleSoft

Phase

Review Applicant Pool

Department Chair	Faculty Affairs	Senior Director, Faculty Affairs	Chief Diversity Officer	College Dean
Submits Request for Applicant Pool Report to be Run	Coord, Fac Recruitments Runs Applicant Pool & EEO Reports in CHRS Recruiting			
	EEO report Forwarded for Review			Reviews EEO Report
Reviews Applicant Pool Report	Applicant Pool Report Forwarded for Review			
Applicant Pool Report Forwarded for Further Review				Reviews Applicant Pool Report
	Applicant Pool & EEO Report Forwarded to CDO and Sr Dir FA			Approved?
		Reviews Applicant Pool & EEO Report	Reviews Applicant Pool & EEO Report	NO → Regroup with Chair and FA on next steps → END
		Approved?		
Department Must Extend their Advertising Efforts → END	Notifies Department Chair that Applicant Pool is Approved → END		Approved?	

Manage Recruitments – Qualification Review and Phone Interviews (after Dept Admin routes Apps)

Phase	Search Committee	College Dean	Provost

Committee Completes Screening and Keys Feedback in CHRS Recruiting

↓

Quals Met? —YES→ **Interview?** —YES→ **Committee Holds Phone Interviews** → **Committee Keys Feedback in CHRS Recruiting**

Quals Met? —NO→
Interview? —NO→

↓ (from Committee Keys Feedback)

Move to Final Candidate Pool?

Move to Final Candidate Pool? —NO→ **Comm Chair Contacts Candidate Personnally** → **Comm Chair or Admin Moves Applicant to Not Successful Status w/ Reason**

Comm Chair or Admin Moves Applicant to Not Successful Status w/ Reason

↓

CHRS Recruiting Sends Applicant Email

↓

END

Move to Final Candidate Pool? —YES→ **Final Candidate Pool Forwarded for Review** → **Reviews Final Candidate Pool & Forwards for Final Review** → **Reviews Final Candidate Pool**

↓ (Reviews Final Candidate Pool)

OK to Proceed?

OK to Proceed? → **Invite Candidates for On-Campus Interview**

↓

Comm Chair or Admin Moves Applicants to Final Interview Step → **Collect Recommendation Letters, Background Check Release**

↓

On-Campus Interview w/ Committee, Dean, etc.

↓

Check References? —YES→ **Chair or Admin Moves Applicant to Reference Check Status**

Check References? —NO→ (to Comm Chair Contacts Candidate Personnally)

↓ (Chair or Admin Moves Applicant to Reference Check Status)

Check Refs through SkillSurvey (or complete on own)

↓

Manage Final Steps of Recruitment

OK to Proceed? ↓

Office of the Provost Notifies College & Collaborates on Next Steps

↓

END

Offer, Background Check & Hire (after reference checks are complete)

Faculty Affairs	Department Admin	College Dean	Candidate

Department Admin: Create Offer Card in CHRS Recruiting, Upload Transcripts → Create Offer Letter & Obtain Approvals (Chair, Dean, Sr Director, FA, etc.)

College Dean: Extends Verbal Offer

Candidate: Accepts Verbal Offer

Department Admin: Finalize Offer Letter after Approvals → Initiates Background Check

Department Admin: Forward Letter to Candidate via DocuSign

Candidate: Review and Sign Letter via DocuSign

Department Admin: Update Background Check Spreadsheet

Faculty Affairs: Review & Adjudicate Background Check Results

Decision: Results OK?
- YES → **Department Admin:** Upload Signed Letter and Send Candidate Final Offer in CHRS Recruiting → **Candidate:** Review & Accept Final Offer in CHRS Recruiting
- NO → **Faculty Affairs:** Notify Department and Discuss Next Steps → **Department Admin:** Move Applicant to Unsuccessful Background Check Status w/Reason → END

Candidate: Complete New Hire Form in CHRS Recruiting if applicable

Faculty Affairs: Prepare Hiring Packet and Forward to ESS → END

Department Admin: Manage Recruiting Integration to Load Person and POI Data if applicable → END

Candidate: CHRS Recruiting Assigns Onboarding Portal & Tasks to Candidate → Complete New Hire Tasks, including New Hire Paperwork → END

Phase