

Steps in Paperwork & Processes for Hiring Managers

New Position Requisition Process

1. To begin the process for a new position, the hiring manager completes the Requisition for New Position form. (on HR/Employment webpage under Employment Forms)
 - a. The hiring manager completes the Job Description template for the new position and attaches it to the requisition form. (on HR/Employment webpage under Employment Forms)
2. The hiring manager will have the requisition signed by their Department Chair/Head and their Dean/VP; then send the requisition to be signed by their SVP and for financial review.
 - a. The requisition is then sent to HR after the financial review.
 - b. HR will request the new job description in a Word document for review from the hiring manager.
 - c. HR will then review the job description and collaborate with the hiring manager to establish the new position within University organizational parameters.
3. Once the position is established, the requisition will then be sent back to the SVP for review if there is a discrepancy between the department's information provided and the financial and/or HR review information.
4. Once the requisition is approved, HR will work with the hiring manager regarding posting the job. External websites may incur additional costs to the hiring department.
 - a. HR will set up a Google shared drive for the hiring manager for resume review. The hiring department will need to log the resumes they receive on the EEOC Applicant Summary form, included in the Hiring Process folder in the shared drive.
 - b. The Hiring Process folder will have additional information regarding the resume review, interviewing and job offer processes.
 - c. Prior to extending a job offer, the hiring manager should contact HR to ensure all necessary steps have been taken, See Hiring Process folder resources.
5. Once a candidate has accepted the job offer, the hiring manager will then complete an ePNF to indicate a hire.
 - a. The hire date is the new employee's first day of work.
 - b. The hiring department should notify HR by email of the employee's name, start date and valid email address in conjunction with completing the ePNF. (HR will send a new hire welcome notice that includes information about required paperwork)
6. Separately, the hiring manager will send the completed Employment Application (required before formal on campus or skype interviews), reference check forms, and the EEOC Applicant Summary directly to HR.
7. The approved ePNF must be completed in advance of the employee's start date. The new employee will need to come to HR on or before their first day of work to complete their required I-9 and new hire paperwork. (This process takes 30-45 minutes.) **New employees' are not approved to work until there is an approved ePNF & they have completed new hire paperwork in HR.**