

## **EMPLOYMENT PROCESS QUICK REFERENCE**

*The following is a general outline of the employment process. Additional information is outlined in policy 133. Should you have any questions please feel free to call the Service Center Liaison for your area.*

### **1. Department Notifies Service Center of Vacancy-(before beginning the recruitment process)**

- Complete a Staff Requisition form in HRMS (PeopleSoft) and send it to the Service Center, Towne House, Suite 202, with appropriate signatures. *Strong internal or external candidate should be noted on the Staff Requisition form with resume attached.*
- For division 50 & 90 (or when using accounts owned by these divisions) a signed exemption form from the hiring freeze is required.
- For *new positions* include a functional job description and a task analysis form.
- For a *replacement position*, the functional job description and task analysis form need not be forwarded but should be maintained in the department. This should be noted on the staff requisition form.

### **2. Service Center Confirms Opening and Posting Dates**

- A Service Center liaison will contact the department, via e-mail with the following information:
  - Candidate Record Sheet: confirmation of job title (new or replacement), job number, and earliest offer date.
  - A copy of Chuck Murphy's memo concerning the U of R's commitment to diversity.
- Positions are then posted internally and externally:  
*NOTE: Position vacancies with a strong internal candidate need only be posted in the hiring department for a minimum of three days and will not appear on the web site.*

### **3. Recruitment**

- Department hiring manager may contact the Service Center for guidance in the recruitment process which can include:
  - Providing guidance/materials on screening & interviewing techniques and legal questions to ask in an interview.
  - Assistance with developing a recruitment strategy.
  - Providing assistance in utilizing executive search firms
  - Assistance with developing a diverse applicant pool.

**NOTE: All applicants interviewed should complete an employment application.**

### **4. Offer Process**

- Once a final candidate is identified the department completes a minimum of two professional references.
- Once references are completed the department discusses the salary with a Service Center liaison to assure equity within the department and across the University. Upon agreement of salary the department can extend the offer (pending the candidate has an application on file at the Service Center). *Human Resources makes offers for union positions.*
- After the offer has been made, the candidate contacts the Service Center liaison to complete and process all remaining hire paperwork and to schedule orientation and pre-employment physicals if required.

### **5. Candidate Record Sheet**

- Once a final candidate has been identified the department completes the Candidate Record Sheet with demographic information on **all** applicants:

**New supervisors/hiring managers may contact their HR Representative or the Service Center to review the employment process in more detail.**