

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, Box 278955, Brooks Landing, with appropriate signatures. *Strong internal or external candidate should be noted on the Staff Requisition form with resume attached.*
- For division 40, 50, & 90 include appropriate finance approval
- For *new positions* include a functional job description and a task analysis forms and have HR Rep in Med Center or River Campus review and classify the position.
- For a *replacement position*, a functional job duties and the task analysis form are 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:
 - Confirmation of job title (new or replacement), job number, and earliest offer date.
 - A copy of a memo on the University of Rochester's commitment to diversity.
- Positions are then posted internally and externally:
 - Internal: On the U of R web site. *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.*
 - External: Posted with Department of Labor and other applicable community agencies/organizations.

3. Recruitment

- Department hiring manager oversees and manages the recruitment and interviewing of candidates as well as the identification of a final candidate. Department 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.

NOTE: All applicants should complete an employment application on-line.

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 Outcomes

- Once a candidate has been identified the department notes the outcomes of all applicants in HRMS as to who was not chosen and why.

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