EMPLOYMENT PROCESS QUICK REFERENCE

The following is a general guide of the employment process. Additional information is outlined in policy 133. If you have any questions please feel free to call the Employment Services Liaison for your area.

1. **Department Notifies Employment Services of Vacancy** *(before beginning the recruitment process)*

- Complete a Staff Requisition form in HRMS (PeopleSoft) and send it to Employment Services, Box 278955, Brooks Landing, with appropriate department & Finance signatures, or send via email to HRSC Req-Postings. *(Strong internal or external candidate should be noted on the Staff Requisition form with resume attached.)*
- For division 50& 90 include a signed exemption form from the hiring freeze.
- For new positions first send a functional job description and a task analysis form to your Business Partner for review and classification. Once the position has been approved, send the 600 form to Employment Services
- For a replacement position, the functional job duties and the task analysis form are maintained in the department. This should be noted on the staff requisition form.

2. **Employment Services Confirms Opening and Posting Dates**

- An Employment Services liaison will contact the department, via e-mail with the following information:
  - Confirmation of job posting with 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. The Department Manager may contact the appropriate Business Partner 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 must complete an employment application on-line. Please discuss requests for exceptions with the Manager of Employment Services.

4. **Offer Process**

- Once a final candidate is identified the department completes a minimum of two professional references.
- After references are completed the department submits a Request to Make An Offer form, and discusses the salary with their Employment Services liaison to assure equity within the department and across the University. Salary proposals, outside of University guidelines, should be discussed with the Business Partner and/or Liaison, and may require Finance approval. Upon agreement of salary the department may extend the verbal offer. *Note: Labor Relations extends offers for union positions.*
- At the time of the verbal offer, the department advises the candidate to contact their Employment Services liaison to initiate the onboarding process, including all remaining hire paperwork (including the offer letter), compliance checks, and to schedule orientation and pre-employment physical if required.

5. **Candidate Outcomes**

- When the final candidate has been identified, the department notes the disposition of all the other applicants in HRMS as to why they were not selected.

New supervisors/hiring managers may contact their HR Business Partner or Employment Services to review the employment process in more detail

G:\SHARE\EMPLOYME\EMPLOYMENT QUICK REFERENCE 2015 6/2015