Arts and Sciences Hiring Process

**Hiring Department**

**HR Liaison**

**Dean’s Office**

**Institutional Equity**

**Provost**

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**Was Position Approved in Annual Staffing Process?**

- **YES**
  - Submit Personnel Request in Footprints. Proceed when request is approved.

- **NO**
  - Contact HR Liaison to Review / Update Job Documentation

**What Type of Position is Being Filled?**

- Faculty
  - Faculty
  - Create Requisition in PeopleAdmin and Submit to Planning Unit for Approval

- Administrative / Classified
  - Advertising is placed.
  - Pre-screens applications, updates applicant status in PeopleAdmin. Completes "Pre-Interview Candidate Selection Form," and submits final pool for Approval

- Position is Posted
  - Approves Interview Pool or Works Further With Hiring Department.

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- **NO**
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**Position is Posted**

- Oral Offer / Negotiations Take Place
  - Hiring Proposal Completed in PeopleAdmin
  - Offer Letter Created, Employee Signed up for Orientation, Information sent to HR for data entry.

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**Final Interviews take place and a recommendation for hire is forwarded for approval**

- **Approves Hire or Provides Further Instruction to Hiring Department**
  - Approves Position or Returns to Hiring Department

**Verbal Offer / Negotiations Take Place**

- **Approves Interview Pool or Works Further With Hiring Department**
  - Approves Position or Returns to Hiring Department

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**Pre-screens applications, updates applicant status in PeopleAdmin. Completes "Pre-Interview Candidate Selection Form," and submits final pool for Approval**

- **Approves Interview Pool or Works Further With Hiring Department**
  - Approves Position or Returns to Hiring Department

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**Advertising is placed.**

- **Pre-screens applications, updates applicant status in PeopleAdmin. Completes "Pre-Interview Candidate Selection Form," and submits final pool for Approval**

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