Faculty Hiring Checklist

Instruction: Hiring Managers may use this form as a reference only; it does not need to be submitted to HR.
*Note: **HR** = Human Resources and **HM** = Hiring Manager*

Requisition Process

- New/Replacement Position
  - **HM:** Complete a Personnel Requisition via Ceridian Recruitment Solutions (CRS)
    - Please refer to Ceridian Recruitment Solutions Manual for instructions
  - **HR:** Will contact HM about job description
  - **HR:** Will notify hiring manager when requisition has been approved

- Job Posting (upon receipt of approved requisition)
  - **HR:** Will post position on the intranet for three days
  - **HM:** Will work with HR and let them know what other avenues they would like to use to advertise the position

Recruitment Process

- CV Screening
  - **HM:** will receive all candidate's CVs and applications, most of which should now be done through CRS
  - **HM:** Will work with their HR recruiter for the position to set up interviews

- Interview Process
  - **HM:** Contacts the candidates to set up interviews for "interview day"
    - "Interview day" includes meeting with appropriate Dean's Office, Dept Chair, HR and selected faculty members
  - **HR:** Will make sure that all candidate's information is in CRS and will be kept on file for one year in the system

Hiring Process

- Extending an offer/Background Checks/Pre-employment physical testing
  - **HM:** Must get approval from VP of HR and CAO prior to extending a verbal offer
  - **HM:** Will make the verbal offer, after approval from VP of HR and CAO has been received
  - **HM:** Must explain that offer is contingent upon successful completion of background and pre-employment screening process
  - **HM:** Will complete faculty contract request form and submit to Dean and CAO for approval.
    - Upon approval, the form should be submitted to HR
  - **HR:** Upon receipt of the contract request HR will conduct background check
  - **HR:** After background check results are received, HR will submit contract request form to VP of HR for generation of actual contract
  - **HM:** Will ensure that contract is prepared and sent to the candidate by the Dean's office
  - **HM/Dean's office:** Will track the receipt of the signed contract
  - **HM/Dean's office:** Original signed copy of contract must be sent to HR (copies are kept by the Dean's office and Hiring Manager)
  - **HR:** Will set up on-boarding process for new employee
    - This includes sending them information on how to schedule pre-employment testing, along with information regarding new hire paperwork with HR on their first day

****Please see New Hire Orientation & On-Boarding Checklist for more detailed information on this topic****