Recruitment Process

Sup/Director

Position Identified

Request Approved by AVC Smith

YES

New or Existing Job Description

EXISTING

NO

STOP

OBFS

OBFS Review and Submit to CHR (Approx 1-2 week review period)

OBFS Review/Update Job Description (1)

OBFS Submits Job requisition to CHR for Posting (2)

Interview and Selection of Candidate

Verbal Offer to Candidate and Determine Start Date

Send Offer Letter and EAF to CHR for Posting (3)

Send Signed Offer Letter (and contract if applicable) to Employee with cc to Doug Padley (4)

HR Manager Performs Equity Analysis and Works with Unit Director to Recommend Salary Prior to Offer

Salary Approved by AVC Smith

Salary Approved

Close Requisition

CHR

Classification Review/Approval (Approx 3-6 week review period)

Approved to Post Requisition within 1-2 Days

Minimum Posting Requirement

2 Weeks – PSS

3 Weeks – MSP

NOTES:

1. Revisions to a job description of less than 50% of the primary job functions does not require approval by CHR.
2. CHR’s approval of employment contract is required prior to employee starting work. Posting of job not required.
3. HR Manager provides complete information to support salary recommendation for AVCs review.
4. Supervisor provides list of interviewee’s to Doug Padley, HR Manager and returns EAF.

~Contract Criteria:
   a. Predefined start/end date-ORA practice is not to exceed 18 months cumulative before ending contract or converting to a career appointment (University policy is 4 year maximum)
   b. Changes by written agreement
   c. Employment contract signed by both parties

EAF=Employee Action Form

Last Updated: 07/03/2012