Department decides to start a search and collects all relevant information.

Posting & Recruitment

Job opening is posted online, advertised, and applications are accepted.

Application Evaluation

Search committee reviews applications and identifies applicants as Interview, Qualified, or Unqualified.

Interview

Final candidate is identified. Dept/search committee conducts interviews(s).

Dept Feedback User updates interviewed candidates’ statuses to either Preliminary Offer Decided or Reject.

Hire Request

OIE approves interview request. Dept/search committee conducts interview(s).

Dept Feedback User updates applicant statuses, enters pre-interview evaluations, and submits for permission to interview.

Offer

Dept is approved to offer position to candidate and calls candidate to verbally offer position.

Offer Acceptance

Candidate receives email, logs into portal, accepts offer, and completes New Hire Form.

Final Notification

Notify applicants not interviewed/hire that they were not the successful candidate.

Onboarding

Candidate receives email, logs into portal, accepts offer, and completes New Hire Form.

Data is fed to SmartHR and Payroll processes (Dept does not submit SmartHR Hire Template.)

Offer Acceptance

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