Faculty Hiring Process

Position Approval

Hiring Manager
Submits PAR to HR

HR Initial Review
Reviews & approves

Budget Review
Reviews & approves

Grants & Contracts Review
Reviews & approves

Position not grant funded

Dean Review
Reviews & approves

Provost Review
Reviews & approves.
PAR sent back to HR for posting

Request approved for posting

Position Creation

HR
Creates job opening

Budget Review
Reviews & approves job opening

Academic Affairs
Add department information
Approves job opening

Hiring Manager
Reviews & approves job opening

Dean Review
Reviews & approves job opening

Provost Review
Reviews & approves job opening

HR
Final approval

Job Posted

Candidate Review & Selection

Search Committee
Reviews applications & creates short list

Hiring Manager
Reviews applications & sends short list to OSE

HR
Reviews pool and sends email approval

Hiring Manager
Upload OSE email
Schedule/ conduct interviews

Hiring Manager
Verbal offer.
Transition to "Offer" in Careers & notify AA

Academic Affairs
Generate offer in Careers
Submit through workflow

HR
Post offer to Candidate
Offer accepted

Background Check
System initiates
Results received.

Onboarding

Equifax
Candidate Receives/ submits HR documents electronically

Onboarding
Candidate Submits ID to HR for onboarding

Data Entry
HR inputs data in OneUSG & notifies employee & Hiring Manager

Employee Hired

Updated 7/2/2020