**Staff Position Recruitment Instructions**

**PROCESS CHECKLIST**

* SNS Personnel submits Recruitment eDoc
* SNS Personnel completes recruitment DocuSign document and submits for approval
  + Fund Manager approves
  + Dean approves
  + Budget Office approves
* HR Recruiter contacts Hiring Supervisor to assist with recruitment process
  + Hiring Supervisor forms interview committee (Implicit Bias Training is required)
  + Hiring Supervisor and/or committee prepares interview questions and schedule (interview questions must be approved by HR Recruiter)
  + HR Recruiter provides application materials of qualified candidates to Hiring Supervisor and committee (HR Recruiter can assist with coordinating interviews)
  + Hiring Supervisor submits committee’s interview notes to HR Recruiter
  + HR Recruiter sets up reference checks for top candidate(s)
  + Hiring Supervisor reviews reference checks. If satisfactory, Hiring Supervisor contacts final candidate to make verbal offer
  + If accepted, HR Recruiter sets up background check for final candidate
  + If background check clears, Hiring Supervisor makes soft offer and discusses hire date with candidate (allow at least 1-2 weeks to allow time to process offer letter and new hire intake)
  + Hiring Supervisor contacts all other interviewed candidates to notify them of the status of their candidacy
* HR Recruiter prepares offer letter
* SNS Personnel obtains Dean’s signature
* SNS Personnel sends offer letter to Hiring Supervisor
* Hiring Supervisor/Candidate returns signed offer letter to SNS Personnel
* SNS Personnel prepares a new hire Box folder
* SNS Personnel gathers/completes new hire documents
* SNS Personnel submits new hire documents to payroll (brand new hires will need an intake)
* SNS Personnel sends signed offer letter to HR
* For dean’s staff hires, SNS Personnel updates the SNS Staff Organizational Chart
* SNS Personnel sends new hire documents to Hiring Supervisor
* On first day of work, SNS Personnel sends Welcome email to new hire
* Hiring Supervisor and new hire review/sign JD and return it to SNS Personnel
* Hiring Supervisor coordinates CatCard access request, office key request, UCLC training, etc., as necessary, for the new hire
* SNS Personnel adds new hire to the staff email distribution list(s)
* SNS Personnel adds working title into UCM directory