

School of Public Health: **Staff Recruitments & Appointments**

For a creating a new position or refilling an existing position; for an open recruitment or a waiver of recruitment

Start -- **HIRING MANAGER*** identifies need for staff recruitment and/or appointment

- Consults with FUND MANAGER regarding availability of funding *Fund Manager = RA or SPH Financial Analyst*
- 1. **HIRING MANAGER** contacts HR PARTNER (via email or phone) *HR Partner = Aza Gevorkian*
- 2. **HR PARTNER** works with HIRING MANAGER to determine particulars
 - New position or refill? ○ FTE? Supervisor? ○ Recruitment or waiver?
 - Classification? Classified JD? ○ Career, contract, or limited?
- 3. **HR PARTNER** submits Position Control request to DEAN'S OFFICE (via Smartsheet) *Dean's Office = Seana Van Buren*
- 4. **DEAN'S OFFICE** reviews request
 - If denied, notifies HR PARTNER and HIRING MANAGER
 - If approved, identifies existing Position # or creates new Position # (in UPath, with approval workflow)
- 5. **DEAN'S OFFICE** notifies HR PARTNER, HIRING MANAGER, and FUND MANAGER of approval, Position #, and pre-authorized salary rate range (via Smartsheet email)
 - If the position is not classified, HR PARTNER submits classification request to CENTRAL HR (via ServiceNow)
 - CENTRAL HR reviews; either approves or works with HR PARTNER & HIRING MANAGER to revise & resubmit
- 6. **HIRING MANAGER** submits "Staff Recruitment & Appointments" webform (via ServiceNow)
 - References Position # provided; Approver 1 is FUND MANAGER, Approver 2 is Seana Van Buren
 - **FUND MANAGER** and **DEAN'S OFFICE** review request; either approve or work with HR PARTNER & HIRING MANAGER to resolve any issues (via ServiceNow)
 - If funding issues, Fund Manager may reject request and process ends
 - If classification changed upon review (Step 5), DEAN'S OFFICE updates the position (in UPath)
- 7. **FUND MANAGER** completes Position Funding template (in UPath, with approval workflow)

If the person to hire is not already identified (i.e., a recruitment is needed):

- 8. **RECRUITER** posts job announcement and places complimentary advertising *Recruiter = Marc Ovalle-Marihart*
 - HIRING MANAGER can preview posting draft, if they elect in ServiceNow webform (Step 6); it is recommended that a salary range be listed, to set expectations with potential candidates
 - HIRING MANAGER may wish to pay for additional advertising, to build a larger and more diverse pool
- 9. **HIRING MANGER** reviews applications, conducts interviews, checks references, selects top candidate, and notifies HR PARTNER of selection

If the person to hire is already identified (i.e., a recruitment is not needed):

- 8.b. **HR PARTNER** works with HIRING MANAGER to submit Waiver of Recruitment request to CENTRAL HR
 - If Limited appointment, waiver request is not needed
 - If denied by CENTRAL HR, go back to Step 8 to conduct recruitment
 - If approved by CENTRAL HR, proceed with process

Does **HIRING MANAGER** want to offer a salary rate within the pre-authorized range (from Step 5)?

- If yes, go to Step 10
 - If no (i.e., wants to offer more or less), HR PARTNER sends salary request and analysis to DEAN'S OFFICE; DEAN'S OFFICE approves or works with HIRING MANAGER to resolve any issues
- 10. **HIRING MANAGER** makes verbal offer to candidate, decides upon start date, and notifies HR PARTNER & RECRUITER of offer acceptance
 - 11. **RECRUITER** prepares formal offer letter; sends to CANDIDATE
 - If a recruitment was conducted, the Applicant Deselection Form (ADF) and Interview Data Form (IDF) must be submitted by the HIRING MANAGER to the RECRUITER before the formal offer letter will be prepared
 - When sending offer letter, CC to HIRING MANAGER, HR PARTNER, FUND MANAGER, and DEAN'S OFFICE

Go to Onboarding Process

**Hiring Manager = Supervisor of the position and/or person delegated to manage the hiring process*

As of April 1, 2019