Hiring Workflow

STEP 1

Hiring Matrix is created utilizing the required and preferred qualification from the actual job posting.

STEP 2

Score each applicant accordingly. This shows the hiring manager who the high scoring applicants are for interviewing.

STEP 3

All initial interviews must be handled the same way.

Candidates invited for on-campus interviews must complete the Criminal Background form for HR.

STEP 4

Hiring manager selects the final candidate and alternate.

STEP 5

Requisition status changed on applicants. The Rec for Hire is completed and sent to Equity and Inclusion with attached hiring matrix for review and approval.

STEP 6

Equity and Inclusion sends requisition to HR employment for final approval. If criminal background is complete the department will be notified of approval to make the job offer.

STEP 7

Once offer is accepted, the hiring department sends I-9 electronically to have applicant complete Section 1 and uploads support documents.

STEP 8

Applicant attends N.E.W. on first day of employment.

