

## Hiring Procedure for FT Faculty

### Fill current position

1. Hiring manager/supervisor reviews and updates Job Description and sends an electronic copy of Job Description form to HR.
2. Hiring manager/supervisor fills out Recruitment Authorization form and obtains necessary signatures as indicated on form. Delivers completed form with a printed Job Description to HR.
3. Hiring manager/supervisor creates advertisement announcement, sends the announcement electronically to HR in the Business Office, and indicates where they would like the position to be advertised (i.e. local papers only, statewide papers, specific large papers, etc). Positions will be advertised automatically on the DCB website and Job Service website. All resumes and applications will be collected by HR in the Business Office.
4. Hiring manager/supervisor selects interview committee.
5. HR in the Business Office will provide resumes/applications to chair of hiring committee.
6. Hiring Committee must complete an Applicant Screening for all applications received. Applicants are scored and selected for interviews. Interviews are set up by Hiring Committee Chairperson.
7. A list of interview questions is prepared by Hiring Committee Chair. It is recommended the questions are reviewed by HR to verify questions can be legally asked in an interview.
8. Interviews are conducted and each committee member must complete an Interview Report for each interviewee.
9. Interview Committee selects the best candidate. Hiring Committee Chair completes Recommendation for Appointment form including required signatures as indicated on form.
10. The Hiring Committee Chair extends an offer to the selected candidate. Once accepted, the Recommendation for Appointment form and completed Criminal Background Check form are forwarded to HR.
11. The Payroll Specialist will process the Criminal Background Check form.
  - Background check entered on website
  - Print confirmation page
  - Staple confirmation to background check form
  - Completed background check printed
  - Email hiring manager/supervisor, CC Payroll Specialist regarding completed background check
12. Hiring manager/supervisor creates and sends decline letters to non-selected interviews.

- 13. Payroll specialist will create a Person of Interest (POI) in PeopleSoft to obtain Emplid for new hire.
- 14. Payroll specialist will email POI, hiring manager/supervisor, and IT Supervisor with Emplid and Claim Your Account document.
- 15. POI must complete steps in the Claim Your Account document to receive their User ID for NDUS and setup their Email account.
- 16. IT Manager verifies the POI's email is setup and sends a confirmation email to POI and hiring manager/supervisor.
- 17. Hiring supervisor/manager notifies IT Manager regarding Email groups, etc to which POI needs to be added.
- 18. Hiring supervisor/manager works with Campus Dean to complete the Contract Request Form. The Campus Dean will forward the Contract Request Form to Payroll Specialist for processing.
- 19. The Payroll Specialist will process the Contract Request Form giving one copy to the Campus Dean for signature and mailing. The Campus Dean's office will give a copy of the signed contract to the Payroll Specialist when signed by the Campus Dean and new hire (where applicable).
- 20. The hiring manager/supervisor should follow the Supervisor Checklist and New Employee Checklist to complete the hiring process.
- 21. The hiring manager will provide copies of the selected candidate's application packet (application, resume, **official** transcripts, etc.) to Payroll/HR in the Business Office.

#### **Fill new position**

- 1. Hiring manager/supervisor creates Job Description and Request for New Position . Attaches a hard copy of completed Job Description form to Recruitment Authorization form and sends electronic copy of Job Description form and printed forms to HR.
- 2. Hiring manager/supervisor fills out Recruitment Authorization form, obtains necessary signatures as indicated on form and delivers completed form to HR.
- 3. Hiring manager/supervisor creates advertisement announcement in Word, sends the announcement electronically to HR in the Business office, and indicates where they would like the position to be advertised (i.e. local papers only, statewide papers, specific large papers, etc). Positions will be advertised automatically on the DCB website and Job Service website. All resumes and applications will be collected by HR in the Business Office.
- 4. Hiring manager/supervisor selects interview committee.
- 5. HR will provide resumes/applications to chair of hiring committee.

- 6. Hiring Committee must complete an Applicant Screening for all applications received. Applicants are scored and selected for interviews. Interviews are set up by Hiring Committee Chairperson.
- 7. A list of interview questions is prepared by Hiring Committee Chair. It is recommended the questions are reviewed by HR to verify questions can be legally asked in an interview.
- 8. Interviews are conducted and each committee member must complete an Interview Report for each interviewee.
- 9. Interview Committee selects the best candidate. Hiring Committee Chair completes Recommendation for Appointment form including required signatures as indicated on form.
- 10. The Hiring Committee Chair extends an offer to the selected candidate. Once accepted, the Recommendation for Appointment form and completed Criminal Background Check form are forwarded to HR.
- 11. The Payroll Specialist will process the Criminal Background Check form.
  - Background check entered on website
  - Print confirmation page
  - Staple confirmation to background check form
  - Completed background check printed
  - Email hiring manager/supervisor, CC Payroll Specialist regarding completed background check
- 12. Hiring manager/supervisor creates and sends decline letters to non-selected interviews.
- 13. Payroll specialist will create a Person of Interest (POI) in PeopleSoft to obtain Emplid for new hire.
- 14. Payroll specialist will email POI, hiring manager/supervisor, and IT Supervisor with Emplid and Claim Your Account document.
- 15. POI must complete steps in the Claim Your Account document to receive their User ID for NDUS and setup their Email account.
- 16. IT Manager verifies the POI's email is setup and sends a confirmation email to POI and hiring manager/supervisor.
- 17. Hiring supervisor/manager notifies IT Manager regarding Email groups, etc to which POI needs to be added.
- 18. Hiring supervisor/manager works with Campus Dean to complete the Contract Request Form. The Campus Dean will forward the Contract Request Form to the Payroll Specialist for processing.
- 19. The Payroll Specialist will process the Contract Request Form giving one copy to the Campus Dean for signature and mailing. The Campus Dean's office will give a copy of the signed contract to the Payroll Specialist when signed by the Campus Dean and new hire (where applicable).

- 20. The hiring manager/supervisor should follow the Supervisor Checklist and New Employee Checklist to complete the hiring process.
- 21. The hiring manager will provide copies of the selected candidate's application packet (application, resume, **official** transcripts, etc.) to Payroll/HR in the Business Office.