**Post Job for Recruitment**

<table>
<thead>
<tr>
<th>Department</th>
<th>Various</th>
<th>Recruiter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify Need for Recruitment</td>
<td>Obtain Approval from President</td>
<td>Tasks Completed Outside the Systems</td>
</tr>
<tr>
<td>Obtain Approval from President</td>
<td>Gather Information: DeptID, Pos #, Search Comm Names, PD</td>
<td>Tasks Completed in CHRS Recruiting</td>
</tr>
<tr>
<td>Gather Information: DeptID, Pos #, Search Comm Names, PD</td>
<td>Complete Job Card in CHRS Recruiting</td>
<td>Tasks Completed in PeopleSoft</td>
</tr>
<tr>
<td>Complete Job Card in CHRS Recruiting</td>
<td>Submit Job Card for Approval</td>
<td></td>
</tr>
</tbody>
</table>
Manage Recruitment (once applications are routed by Recruiter)

**Search Committee**

1. Committee Screens Applications and Keys Feedback in CHRS Recruiting
   - Req Quals Met? YES → Interview? YES → Committee Holds Interview(s)
   - Req Quals Met? NO
     - NO: Comm Chair or Admin Moves Applicant to Not Successful Status w/ Reason
     - YES: CHRS Recruiting Sends Applicant Email → END

2. Comm Chair or Admin Moves Applicant to Not Successful Status w/ Reason
   - NO: Comm Chair or Admin Moves Applicant to Not Successful Status w/ Reason
   - YES: CHRS Recruiting Sends Applicant Email → END

3. Committee Keys Feedback in CHRS Recruiting
   - NO: Comm Chair or Admin Moves Applicant to Not Successful Status w/ Reason
   - YES: Committee Keys Feedback in CHRS Recruiting

**Hiring Manager**

1. Committee Holds Interview(s)
   - NO: Comm Chair Contacts Candidate Personally
   - YES: Hiring Manager Interview Final Candidate(s)

2. Comm Chair Contacts Candidate Personally
   - NO: Comm Chair or Admin Moves Applicant to Not Successful Status w/ Reason
   - YES: CHRS Recruiting Sends Applicant Email → END

3. Checking References?
   - NO: Comm Chair or Admin Moves Applicant to Not Successful Status w/ Reason
   - YES: Hiring Manager Contacts Candidate Personally

4. Hiring Manager Contacts Candidate Personally
   - NO: Comm Chair or Admin Moves Applicant to Not Successful Status w/ Reason
   - YES: CHRS Recruiting Sends Applicant Email → END

5. Work with Recruiter to Check Refs through SkillSurvey (or complete on own)

6. Hiring Mgr or Admin Moves Applicant to Reference Check Status
   - NO: Comm Chair or Admin Moves Applicant to Reference Check Status
   - YES: Work with Recruiter to Check Refs through SkillSurvey (or complete on own)
   - END
Offer, Background Check & Hire (once finalist is selected and recruitment has been reviewed)

### Recruiter
- Send Hiring Manager Approval to Extend Verbal Offer
- Initiates Background Check via Accurate Background
- Review Background Check Results
  - Results OK? YES
  - Prepare Offer and Send Candidate Final Offer in CHRS Recruiting
  - Notify Hiring Manager and Discuss Next Steps
  - Move Applicant to Unsuccessful Background Check Status w/Reason
- Prepare Hiring Packet and Forward to ESS

### Hiring Manager
- Extends Verbal Offer
- Prepares Offer Letter and Send, with PD, to Candidate via DocuSign
- Replies to Approval to Extend Email with Hire Details
- Review and Sign Letter and PD via DocuSign
- Review & Accept Final Offer in CHRS Recruiting
- Complete New Hire Form in CHRS Recruiting if applicable
- CHRS Recruiting Assigns Onboarding Portal & Tasks to Candidate
- Complete New Hire Tasks, including New Hire Paperwork

### Candidate
- Accepts Verbal Offer / Agrees to Tentative Start Date
- Replies to Approval to Extend Email with Hire Details
- Review and Sign Letter and PD via DocuSign
- Review & Accept Final Offer in CHRS Recruiting

### Employee Support Services
- Process New Hire