Department Identify Staffing Need

HM completes PAR which includes the Recruitment Plan and submits to HR for approval

Job is posted

Administrative Support schedule Recruitment Kick-off Meeting

Chair of Search Committee will develop interview questions for both phone & campus interviews

Resume Review Meeting
Chair/ HM & search committee will discuss resumes

Resumes Qualified?

If choose to conduct phone interviews, Submit Request for Phone Interview form to HR in BLogix Update dispositions in TAM

After receipt of interview approval, Schedule and perform phone interviews.

Admin Support schedules Disposition meeting to review candidates Update dispositions in TAM

Campus Interviews/Open Forum Submit Request for On-Campus Interview form to HR in BLogix

After receipt of interview approval, Schedule and perform on-campus interviews.

Admin Support schedules Disposition meeting to review candidates Update Dispositions in TAM

Select Candidate

Submit Final Candidate form in BLogix and make verbal offer

After receipt of Approval of final candidate, Chair/ Hiring manager to perform references and make verbal offer

Candidate Accepts

Submit New Hire form in BLogix

Hired Candidate

ACRONYMS:
HM: Hiring Manager
HR: Human Resources
CBC: Criminal Background Check
PAR: Position Authorization Form

Helpful Tip:
Provide applicant information in a SharePoint or Teams site for all committee members to review