Indiana University South Bend
Recruitment Process for Support and Professional Positions

1. Hiring Official (HO) submits existing, new or revised Position Description (PD) to Human Resources (HR)
   a. PD must be signed by HO and unit Vice Chancellor (VC)/Dean and submitted to the Director, Human Resources

New or Revised Positions

2. HR sends PD to University Human Resources (UHR) for review
   a. UHR classifies position
3. HR completes and routes Position Documentation Form (PDF) with UHR classification and HR salary recommendation
   a. PDF routes to HO, VC of unit, VC of Fiscal Affairs and Chancellor

New, Revised and Existing Positions

4. HO routes Personnel Appointment Request (PAR)
   a. Routes to VC of unit, VC of Fiscal Affairs, Chancellor, HR
5. HO sends HR posting information and names of Search Committee (SC), Applicant Reviewer (AP) and Chair (C) and what kind of post it is: external, internal campus only or internal department only
6. HR posts position to People Admin (PA)

Application Review

7. Applicant Reviewer (AP) moves applications in PA (see People Admin Instructions)
8. HO/C and SC review applications (see People Admin Instructions)

Phone Interviews

9. HO/C and SC request phone interviews
   a. Email HR and Affirmative Action (AA) names and reasons for choosing candidates
10. HR and Affirmative Action (AA) approve phone interviews via email
    a. Additional candidates may be suggested or clarification requested regarding candidates chosen
11. HO and SC conduct phone interviews
    a. HO/C and SC select candidates for on campus interviews

Campus Interviews

12. HO/C and SC request on campus interviews
    a. Email HR and Affirmative Action (AA) names and reasons for choosing candidates
13. HR and AA approve request via email
    a. Additional candidates may be suggested or clarification requested regarding candidates chosen
14. HO/C and SC conduct on campus interviews
15. HO/C and SC select finalist

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Hiring Proposal

16. HO/C request permission to initiate Hiring Proposal (HP)
   a. Email HR and Affirmative Action (AA) name and reason for choosing candidate
17. HR and AA approve request via email
18. Applicant Reviewer (AP) initiates HP in PA
19. HR and AA approve HP in PA
   a. Email notification sent to HO/C that verbal offer can be made

Verbal Offer

20. HO/C makes verbal offer
21. Applicant (A) accepts/ Declines
22. HO/C obtains SSN and DOB and start date from A (if offer is accepted) and phones HR with this information
   a. SSN and DOB should not be emailed to HR
23. HR conducts background check
   a. Candidate passes background check - move to step 24
   b. Candidate fails background check - move to step 16 (request HP for second choice)
      i. If there is no viable second choice move to step 6 (HR reposts position)

Official Offer

24. HR mails/emails offer letter and new hire paperwork to the candidate.
   a. Signed letter and the new hire paperwork should be returned prior to the first day of work. If not, the employee may bring the paperwork on their first day.
25. HO (or designee) initiates hire eDocs and I-9 (if needed).
   a. If candidate is a previous or current student or employee with a UID#, maintain person (if needed) and hire eDocs are done.
   b. If candidate does not already have a UID#, then add a person and hire eDocs are needed.

26. HO (or designee) sends the new hire paperwork to HR.