

STAFF HIRING PROCESS OVERVIEW

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## Posting the Position

- Department creates a job posting on-line through the Portal.
- Department electronically submits the job posting to Senior Manager.
- Senior Manager electronically approves and sends to VP/Provost.
- VP/Provost electronically approves and forwards to Human Resources (HR).
- HR verifies details of posting and creates advertisement for department.
- HR contacts Hiring Manager to discuss/approve advertisement.
- HR places advertisement for department.
- Applicants apply on-line at [www.jobs.cmich.edu](http://www.jobs.cmich.edu).

## Interviewing Candidates

- Applications/Resumes are reviewed on-line by the hiring manager and/or committee.
- Hiring Manager attaches interview questions to electronic hiring system.
- Hiring Manager changes the status of each applicant accordingly.
- Hiring Manager electronically requests **HR approval prior to interviews**.
- HR reviews applicant pool and approves interview questions.
- HR approves interviewees and electronically notifies Hiring Manager.
- Hiring Manager and/or committee conducts interviews.
- Hiring Manager changes the status of all interviewed applicants accordingly

## Hiring a Candidate

- Hiring Manager checks references of at least the top candidate.
- Hiring Manager completes/attaches written justification to on-line job posting.
- Hiring Manager electronically forwards recommended candidate to Senior Manager.
- Senior Manager approves recommended candidate and electronically forwards to HR.
- HR conducts a salary calculation and **approves hire prior to any contingent job offer**.
- Hiring Manager extends a contingent offer to recommended candidate; however, **a start date must not be communicated until a background check is clear**.
- If recommended candidate accepts, Hiring Manager updates the applicant's status in the electronic system and completes the hiring proposal and forwards to HR.
- HR completes a criminal background check.
- Once the background check is cleared, HR will contact the Hiring Manager to discuss a start date (which will be no earlier than three(3) business days after the clearance).
- If recommended candidate declines, Hiring Manager should call HR at 2010.