

Staff Hiring Process

Title/Subject: STAFF HIRING PROCESS

Applies to: Faculty Staff Students Student Employees Visitors Contractors

Effective Date of This Revision: May, 2026

Policy Owner: Human Resources; Employment & Compensation

INTRODUCTION

The [Staff Hiring Handbook](#) should be used by all hiring supervisors and committees involved in filling **staff** vacancies at the university. The hiring process documented in this handbook outlines specific employment policies/procedures that must be followed in order to advertise, interview and hire a new staff member.

Questions regarding the university's **staff** hiring process outlined in this document should be directed to Human Resources/Employment and Compensation in 109 Rowe Hall (774-2010).

Questions regarding the hiring process for **senior officers** can also be addressed to Human Resources/Employment and Compensation in 109 Rowe Hall (774-2010) or the Office of Civil Rights and Institutional Equity (OCRIE). Additional information related to the hiring process of senior officers is outlined in the [Senior Officer Search and Selection Procedures](#).

Questions regarding the hiring process for **faculty** should be addressed to Faculty Personnel Services in 308 Warriner Hall (774-3368).

Central Michigan University affirms its continued commitment to equal employment opportunity and non-discrimination in all of its hiring practices. Experience has shown that the development and implementation of an equal employment opportunity and non-discriminatory hiring process includes an expansive search that increases the quality of candidates for vacancies and hence the excellence of the university's faculty and staff.

The university recognizes that it must develop and implement specific hiring practices and procedures to assure an equal employment opportunity and non-discriminatory hiring process. The university's overall commitments, programs, and policies are contained in a separate document that addresses [Equal Opportunity and Non-Discrimination](#).

[CMU, an EO institution](#), strongly and actively strives to provide equal opportunity within its community. "CMU is an Equal Opportunity Employer and institution. CMU does not discriminate in employment against persons based on age, color, disability, ethnicity, familial status, gender, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status, or weight."

Central Michigan University provides individuals with disabilities reasonable accommodations to participate in university activities, programs, and services. Questions and comments related to the [work accommodation process](#) for student employees and staff should be referred to the Director of Employment and Compensation, (774-2010).

Central Michigan University reserves the right to make exceptions to modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines related to this subject.

Staff Hiring Process

Related Policies and Laws (Add Number & Name of Significantly Related Policy(ies))	
Appendices (Optional)	
Approval Authority	Michael Rao, President
History of Review	6/4/2009
Last Reviewed Date	5/2026
Anticipated Review Date	
Change/No Change	Yes, minor changes reflect current EO Statement
Keywords	Hiring Process - Staff