Recruiting Process (Full time)



Employee Onboarding

Finalist Selected

Present finalist to hiring manager

Search
Committee Chair

Extend Verbal Offer

For Faculty hires request official transcripts to be sent to HR

Hiring Manager

Offer Accepted

Submit dynamic form "Recommendation to fill"

Hiring Manager

Dynamic Form Approved

HR receives the fully approved dynamic form w/ required attachments

(i.e; resume, transcripts, signed verification of credentials)

Human Resources

Onboarding

OHR will provide written offer letter, welcome letter, and orientation notice to candidate

> Human Resources

Due Diligence

OHR will initiate background check, reference check, etc.

Human Resources