

ADJUCT HIRING GUIDE

Hiring Manager (typically Department Chair or Program Director)	Human Resources	Dean	Provost Office	College Administrative Assistant	Technology
<ol style="list-style-type: none"> 1. Requests position via Faculty & Staff Employment Position Request and attaches job posting information <i>**NOTE** If the Hiring Manager has a candidate in mind, steps 2-7 can be eliminated</i> 2. Recommends Search Committee members (minimum of 3) to sponsoring Dean and HR 3. Confirms Search Committee's training on Legal Guidelines and Best Practices via HR and Search Committee Chair 4. Submits interview questions to HR for approval prior to conducting interviews 5. Reviews rated candidates in BambooHR 6. Schedules and conducts interviews (Names/Dates/Times/Locations must be submitted to HR) 7. Oversees completion of Interview Analysis Form for each candidate and submits to HR (All Search Committee Chairs/Members must complete IAF's on all candidates interviewed) 8. Selects Candidate of Choice and makes recommendation to Dean 9. Receives approval notification and contacts candidate to make verbal employment offer 10. Notifies HR Generalist of candidate acceptance status 	<ol style="list-style-type: none"> 1. Receives position request from Chair via Google Docs to initiate requisition approval flow 2. Creates position requisition via Hello Sign for approval to proceed 3. Posts job to BambooHR and additional job boards as applicable once approved 4. Rates candidates via BambooHR for Search Committee members 5. Receives a copy of the Adjunct Approval Recommendation to Hire Form from Provost Office via Hello Sign 7. Contacts selected adjunct for onboarding (background, payroll forms, BambooHR tacsklist, etc.) 8. Creates Oasis/Banner entry 9. Generates Banner ID in Spaiden and sends to Provost office 10. Sends new hire notification to all pertinent departments 11. Submits Help Desk ticket to Technology to create email account 	<ol style="list-style-type: none"> 1. Receives Adjunct Approval Recommendation to Hire Form via Hello Sign 2. Reviews recommendation 3. Approves Candidate in Hello Sign 	<ol style="list-style-type: none"> 1. Executive Assistant receives Adjunct Approval Recommendation to Hire Form 2. Uploads form to Hello Sign and forwards to Dean & Provost for approval; additionally, copies HR 3. Provost receives Adjunct Approval Recommendation to Hire Form via Hello Sign upon Dean's approval 4. Reviews transcripts (If unofficial transcripts are submitted for hiring, the Provost Office obtains and maintains the official transcripts for accreditation.) 5. Approves candidate in Hello Sign 6. Executive Assistant prepares contract, acquires signatures, and copies Payroll and HR via Hello Sign 7. Executive Assistant makes Banner entry in SIAINST which generates Sakai account 8. Notifies college Administrative Assistant of approved new hire 	<ol style="list-style-type: none"> 1. Gives Banner ID number to new adjunct 2. Assists in obtaining Parking Pass (if applicable) 3. Assists in obtaining Topper Card (if applicable) 	<ol style="list-style-type: none"> 1. Processes Help Desk Ticket from HR to create email account 2. Sends welcome email with instructions to access WLU email to new adjunct <p>*Also responsible for desk phone solutions where applicable</p>
Fall Hiring Timeline February/March: Provost and Deans identify Fall staffing plan By April 1: Requisitions approved and HR posts position for 10 days By June 1: Candidates Selected By July 30: HR completes candidate background and onboarding for August start		Spring Hiring Timeline September/October: Provost and Deans identify Spring staffing plan By October 1: Requisitions approved and HR posts position for 10 days By November 1: Candidates Selected By December 15: HR completes candidate background and onboarding for January start		Summer Hiring Timeline By April 1 : Requisitions approved and HR posts position for 10 days By 3rd week of April: Candidates Selected By end of 1st week of May: HR completes candidate background and onboarding	

NOTE: Flat pay rate, no prorating by student numbers.

