

STAFF HIRING GUIDE

Hiring Manager	Human Resources	Department Representative	Technology
<ol style="list-style-type: none"> 1. Requests position via Faculty & Staff Employment Position Request and attaches job posting information 2. Recommends Search Committee members (minimum of 3) to sponsoring VP/Administrator and HR 3. Identifies Search Committee Chair 4. Confirms Search Committee's training on Legal Guidelines and Best Practices via HR or Search Chair 5. Submits interview questions to HR prior to conducting interviews 6. Reviews rated candidates in BambooHR 7. Schedules and conducts interviews 8. Completes Interview Analysis Forms for each candidate to submit to HR 9. Selects Candidate of Choice and sends an email to HR with the candidates name and attaches all required interview documentation. 10. Set up office, supplies, and coordinates with IT. 	<ol style="list-style-type: none"> 1. Receives position request from Chair via Google Docs to initiate requisition approval flow 2. Creates position requisition in Hello Sign for approval to proceed 3. Posts job to BambooHR and additional job boards as applicable. 4. Rates candidates via BambooHR for Search Committee members 5. Initiates Memo to Hire recommendation via Hello Sign 6. Obtains approval from CHRO and President to make employment offer 7. Contacts selected faculty for onboarding (background, payroll forms, BambooHR tasklist, etc.) 8. Generates Banner ID in Spaiden and gives Banner ID number to new hire 9. Sends new hire notification to all pertinent departments 10. Submits Help Desk ticket to Technology to create email account 	<ol style="list-style-type: none"> 1. Greets new staff in HR after orientation 2. Assists in obtaining Topper Card (if applicable) 3. Assists in obtaining Parking Pass 	<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 staff 3. Assists Hiring Manager with telephone and computer set up 4. Shares directory information with President's Office and HR <p>*Also responsible for desk phone solutions where applicable</p>
<p>General Timeline Goals</p> <ol style="list-style-type: none"> 1. Requisition Creation (48 hrs.) 2. Requisition Approval (72 hrs.) 3. Post Job Within 7 Days of Requisition Creation 4. Post Job for 10 Business Days 5. Candidate Selection Process 6. HR Background and Onboarding (up to 2 weeks) 			