FACULTY HIRING GUIDE

Hiring Manager (typically Department Chair or Program Director)	Human Resources	Dean	Provost Office	College Administrative Assistant	Technology
1. Requests position via Faculty & Staff Employment Position Request and attaches job posting information 2.Determines if he/she will serve as Search Committee Chair or appoints an individual to serve as Chair, and recommends Search Committee members (minimum of 3) to HR **NOTE** *If the Hiring Manager designates another individual to Chair the Search Committee-The Search Committee Chair will complete Steps 3-7 and make the comittee's recommendation to the Hiring Manager so he/she can complete step 8*** 3. Determines Search Committee's needs for training on Legal Guidelines and Best Practices and coordinates scheduling with HR if applicable 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	1. Receives position request from Hiring Manager via Google Docs to initiate requisition approval flow 2. Creates position requisition via Dropbox Sign for approval to proceed 3. Posts job to BambooHR and additional job boards as applicable; notifies Hiring Manager and sends instructional email 4. Rates candidates via BambooHR for Search Committee members 5. Receives a copy of approved Memo to Hire recommendation from Provost Office via Dropbox Sign 6. Upon verbal acceptance, contacts selected faculty to discuss employment and initiate onboarding (background, payroll forms, BambooHR tasklist, online orientation, etc.) 7. Creates Oasis and Banner personnel entry 8. Prepares Notice of Appointment for candidate and sends to President, Provost, and candidate via Dropbox Sign, and copies Payroll 9. Generates Banner ID in Spaiden 10. Sends new hire notification to all pertinent departments 11. Submits Help Desk ticket to Information Technology to create email account 12. Meets with new hire to discuss benefit options and enroll	1. Reviews Hiring Manager's letter of recommendation 2. Drafts a letter of recommendation (including salary and academic rank) and forwards to the Provost 3. Receives the Memo to Hire Recommendation via Dropbox Sign and contacts candidate for verbal employment offer 4. Completes Memo to Hire Recommendation form by notating candidates response to verbal employment offer and signing	1.The Provost Receives letter of recommendation and reviews transcripts (If unofficial transcripts are submitted for hiring, the Provost Office obtains and maintains the official transcripts for accreditation.) 2. The Executive Assistant completes and Initiates the Memo to Hire Recommendation Form (including recommentation letters) to CHRO, President, and Dean, sequentially, in Dropbox Sign and copies HR 3. The Executive Assistant makes Banner entry in SIAINST which generates Sakai account 4. The Executive Assistant notifies college Administrative Assistant of approved new hire	1. May assist Hiring Manager/Dean with new faculty office set up. 2. Greets new faculty in designated department on their first day 3. Gives Banner ID number to new faculty 4. Assists in obtaining Parking Pass (if applicable) 5. Assists in obtaining Topper Card (if applicable)	1. Processes Help Desk Ticket from HR to create email account 2. Sends welcome email with instructions to access WLU email to new faculty *Also responsible for desk phone solutions where applicable

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