

**STAFF HIRING GUIDE**

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