

Full-time Faculty Hiring Process

1. Hiring Manager submits Request to Hire.
2. Human Resources post the position on NEOGOV.
3. Applicant Applies (Interviews conducted if there is not a chosen candidate in mind)
4. Hiring Manager selects choice of hire in NEOGOV and sends Letter of Recommendation to Provost.
5. Provost initiates Memo to Hire.
6. Exec Asst to Provost sends Memo to Hire through Hello Sign to CHRO, President, and Dean. CC's Emily, and Provost.
7. Dean calls candidate to make offer of Employment.
8. Once offer is accepted, Dean signs off on Memo to Hire and creates and LOA to send to the provost office.
9. Emily sends candidate email for onboarding.
10. Once Applicant completes onboarding and background check, HR creates Oasis and Banner entries, sends Employee Status Change and Help Desk Ticket to create email account.
11. Exec Assist to Provost enters new employee in SIAINST, and sends Banner ID to Admin Asst and Depart Chair to assist with Departmental onboarding of new employee.
12. Exec Asst to Provost creates NOA and sends through HelloSign. (CC Emily)