

FACULTY HIRING GUIDE

Hiring Manager (typically Department Chair or Program Director)	Human Resources	Dean	Provost Office	College Administrative Assistant	Technology
<p>1. Requests position via <a href="#">Faculty &amp; Staff Employment Position Request</a> and attaches job posting information</p> <p>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</p> <p><b>**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 committee's recommendation to the Hiring Manager so he/she can complete step 8**</b></p> <p>3. Determines Search Committee's needs for training on Legal Guidelines and Best Practices and coordinates scheduling with HR if applicable</p> <p>4. Submits interview questions to HR for approval prior to conducting interviews</p> <p>5. Reviews rated candidates in BambooHR</p> <p>6. Schedules and conducts interviews (Names/Dates/Times/Locations must be submitted to HR)</p> <p>7. Oversees completion of <a href="#">Interview Analysis Form</a> for each candidate and submits to HR (All Search Committee Chairs/Members must complete IAF's on all candidates interviewed)</p> <p>8. Selects Candidate of Choice and makes recommendation to Dean</p>	<p>1. Receives position request from Hiring Manager via Google Docs to initiate requisition approval flow</p> <p>2. Creates position requisition via Hello Sign for approval to proceed</p> <p>3. Posts job to BambooHR and additional job boards as applicable; notifies Hiring Manager and sends instructional email</p> <p>4. Rates candidates via BambooHR for Search Committee members</p> <p>5. Receives a copy of approved Memo to Hire recommendation from Provost Office via Hello Sign</p> <p>6. Upon verbal acceptance, contacts selected faculty to discuss employment and initiate onboarding (background, payroll forms, BambooHR tasklist, etc.)</p> <p>7. Creates Oasis and Banner personnel entry</p> <p>8. Generates Banner ID in Spaiden</p> <p>9. Sends new hire notification to all pertinent departments</p> <p>10. Submits Help Desk ticket to Information Technology to create email account</p> <p>11. Meet with new hire to discuss benefit options and</p>	<p>1. Reviews Hiring Manager's letter of recommendation</p> <p>2. Drafts a letter of recommendation (including salary and academic rank) and forwards to the Provost</p> <p>3. Receives the Memo to Hire Recommendation via Hellosign and contacts candidate for verbal employment offer</p> <p>4. Completes Memo to Hire Recommendation form by notating candidates response to verbal employment offer and signing</p>	<p>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.)</p> <p>2. The Executive Assistant completes and Initiates the <a href="#">Memo to Hire Recommendation Form</a> (including recommendation letters) to CHRO, President, and Dean, sequentially, in Hello Sign and copies HR</p> <p>3. The Executive Assistant prepares Notice of Appointment for candidate and sends to President, Provost, and candidate via Hello Sign and copies Payroll and HR</p> <p>4. The Executive Assistant makes Banner entry in SIAINST which generates Sakai account</p> <p>5. The Executive Assistant notifies college Administrative Assistant of approved new hire</p>	<p>1. May assist Hiring Manager/Dean with new faculty office set up.</p> <p>2. Greets new faculty in HR after Orientation</p> <p>3. Gives Banner ID number to new faculty</p> <p>4. Assists in obtaining Parking Pass</p> <p>5. Assists in obtaining Topper Card (if applicable)</p>	<p>1. Processes Help Desk Ticket from HR to create email account</p> <p>2. Sends welcome email with instructions to access WLU email to new faculty</p> <p>*Also responsible for desk phone solutions where applicable</p>
<p><b>Fall Hiring Timeline</b></p> <p>February/March: Provost and Deans identify Fall staffing plan</p> <p>By April 1: Requisitions approved and HR posts position for 10 days</p> <p>By June 1: Candidates Selected</p> <p>By July 30: HR completes candidate background and onboarding for August start</p>		<p><b>Spring Hiring Timeline</b> September/October: Provost and Deans identify Spring staffing plan By October 1: Req</p>			

