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**Recruitment Procedures**

The procedures below establish guidelines for the hiring process in order to coordinate efforts between the hiring department and Human Resources and ensure consistency campus-wide. This process will ensure equal opportunity for all applicants. **No offer of employment and no actual work should be performed until all steps of the recruitment process are completed.**

**STEP #1 – To Begin Recruitment**

Before a position can be posted, the following must be completed and approved by Human Resources the job description, all applicable fields on the Position Approval Form (PAF). If all applicable fields on the PAF are not completed, the form will be returned to the hiring manager. Once completed, the PAF will be forwarded to the VP for Finance & Administration for approval.

**STEP #2- Announcement of the Position**

Human Resources will post all positions on the CMU Employment Opportunities webpage, the Brannock Hall bulletin board and the Fayette newspaper for a minimum of 7 days. If the position can be filled by reorganization within the same direct office, posting is not required.

Human Resources will process additional newspaper and/or job board advertisements at the request of the hiring manager. All advertising costs will be charged to the department.

**STEP #3 – Application Processing**

Applications will be received in the HR office and subsequently forwarded to the hiring manager. If the hiring manager receives an application directly it should be forwarded to HR for tracking and retention purposes. All applicants will be required to complete an application.

**STEP #4 – Interview Process**

Interviews shall be conducted in a fair and impartial manner with those applicants that are the best fit for the position considering their relevant skills, education, experience, licenses, etc. Interviews will be scheduled by the hiring manager. If you have any questions or need assistance in preparing for your interviews, please reach out to Human Resources. Once the interviews are completed the hiring manager or committee, if one has been assembled, will make the final selection of the candidate.

**STEP #5 – Reference Checks**

Reference checks should be completed by the hiring manager. Detailed records of the reference checking should be provided by the hiring manager to HR for placement in the file.

**Step #6 – Extending an Offer**

The hiring manager will confer with HR to determine the salary level if over the suggested salary range on the PAF. The hiring manager will contact the selected candidate to offer the position. **All offers will be made contingent on the results of the background check.** HR will coordinate and present all offer letters.

**STEP # 7 – Background Check**

The background check (criminal, education and/or motor vehicle, if applicable) will be conducted following the offer of employment. The hiring manager will provide the applicant with the Background Check Authorization Form to be sent to the HR office once completed. HR will notify the hiring manager when the background check results are received, generally within 2-3 business days. The hiring manager will notify the candidate of the background check results if successful. Should the background check results require us to rescind the job offer, HR will contact the candidate and follow the necessary steps.

**STEP # 8 – Request to Hire Form**

The hiring manager will then complete the “Request to Hire” form and submit to Human Resources for processing. The request to hire form helps eliminate numerous back and forth emails between the hiring manager and HR. The form provides detailed information about the new hires position that allows HR to build an accurate offer letter.

**STEP # 9 – Preparing for the New Employee**

HR will enter the employee into Jenzabar. The new employee will be contacted by HR to complete and submit the Computer User Agreement.

New on and off-campus employees will need to complete new hire paperwork on or before their first day of employment. An on-line orientation to assist both main campus and off-campus employees is available for new hires on the CMU Website.

**STEP # 10 – Closure**

The **hiring manager** will notify all interviewed applicants that the position has been filled. **HR** will notify all other applicants. Applications and resumes will be kept on file for one year. Hiring managers should forward all applications received, interview notes, and reference checks to HR for proper retention.