

# **Faculty Hiring Checklist**

*Instruction: Hiring Managers may use this form as a reference only; it does not need to be submitted to HR.*

*Note: **HR** = Human Resources and **HM** = Hiring Manager*

## **Requisition Process**

- ☐ New/Replacement Position
  - ☐ **HR:** Upon notification of position, HR will contact HM about job description
  - ☐ **HR:** Will Complete a Personnel Requisition via UltiPro Recruiting
  - ☐ **HR:** Will notify hiring manager when requisition has been approved
- ☐ Job Posting (upon receipt of approved requisition)
  - ☐ **HR:** Will post position on the MWU Internal Job Board in UltiPro Recruiting for 3 days
  - ☐ **HM:** Will notify HR of any additional external advertisement sites and complete Advertisement Request Form that is located on HR intranet under Resources for Managers

## **Recruitment Process**

- ☐ CV Screening
  - ☐ **HM:** will receive all candidate's CVs and applications in UltiPro Recruiting
  - ☐ **HM:** Will work with their HR recruiter for the position to set up interviews
- ☐ Interview Process
  - ☐ **HM:** Contacts the candidates to set up interviews for "interview day"
    - ☐ "Interview day" includes meeting with appropriate Dean's Office, Dept Chair, HR and selected faculty members
  - ☐ **HR:** Will make sure that all candidate's information is in UltiPro Recruiting and will be kept on file for one year in the system

## **Hiring Process**

- ☐ Extending an offer/Background Checks/Pre-employment physical testing
  - ☐ **HM:** Will complete Faculty Contract Request form and submit to Dean and CAO for approval
  - ☐ **HM:** Must get approval from their respective Dean and CAO prior to extending a verbal offer
  - ☐ **HM:** Will make the verbal offer, after approval from Dean and CAO has been received
  - ☐ **HM:** Must explain that verbal offer is contingent upon successful completion of background and pre-employment screening process
  - ☐ **HM:** If the candidate accepts the verbal offer the Faculty Contract Request form should be submitted to HR.
  - ☐ **HR:** Will conduct background check
  - ☐ **HR:** After background check results are received, HR will sign Faculty Contract Request Form and submit to VP of HR for generation of actual contract
  - ☐ **VP of HR:** Will send contract to the Executive VP/COO for signature and the contract will be sent to the Dean's office
  - ☐ **HM:** Will ensure that contract is prepared and sent to the candidate by the Dean's office
  - ☐ **HM/Dean's Office:** Will track the receipt of the signed contract
  - ☐ **HM/Dean's Office:** Original signed copy of contract must be sent to HR (copies are kept by the Dean's office and Hiring Manager)
- ☐ **HR:** Will begin on-boarding process for new employee
  - ☐ This includes sending the new hire information on how to schedule pre-employment testing, the new hire paperwork, and information regarding New Hire Orientation with HR

on their first day. HR will also schedule the New Hire IT Appointment and take the new hire to security for their badge on the first day.

*\*\*\*Please see New Hire Orientation & On-Boarding Checklist for more detailed information on this topic\*\*\**