

**Search Template
Regular Staff**

Recruitment & Hiring Process

What	Who	Action	Comments
This occurs under two different situations: a <u>vacancy</u> created by a termination or retirement or an <u>identified need</u> for a newly created position	Hiring manager and/or Senior Offices/ VC/Asst. VC/ Department Chairs/ Deans etc. and HR professional	HR meets with hiring manager to discuss departmental needs.	At this time the HR Consultant and hiring manager discuss who should serve on the search committee (peers within department, peer across campus, etc.)
Position Description -Sample Posting -Position Description Form	Hiring Manager & HR Consultant	HR Consultant & hiring manager works collaboratively to develop the job posting.	If warranted, HR and the hiring manager will devise an appropriate sourcing plan that will prompt a diverse and qualified pool (Professional publications, professional organizations, etc.)
Budget Clearance Form (BCF) -BCF	Department Administrator & Budget Office Copy to HR to authorize posting	Dept. Admin creates BCF to ensure funding for the budget line. The form is then routed to collect necessary signatures for approval (i.e. Hiring Manager, Deans, Directors, Office of the Provost, etc.)	The posting cannot be active in e-Recruit until the BCF is received by the Office of Human Resources.

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Posting plan reviewed by HR Director	HR Consultant	HR Consultant outlines the sourcing plan, tentative timeline, search committee members, and the job posting is shared for review by the HR Director.	INTERNAL HR PROCESS
Job posting goes live in the e-Recruit system	HR Assistant/HR Admin Assoc. Supervisor	The job posting is uploaded into the e-Recruit (umjobs.org) system and routed to any additional agencies/web sites on the sourcing plan	All postings are live in the system for a minimum of two weeks. If needed the posting can be extended.
Resume Screening	HR Consultant, Hiring Manager and/or Search Committee	HR Consultant, Hiring Manager and/or search committee thoroughly screens submitted applications and resumes for potential and qualified candidates to be considered for a phone or in person interview	Once candidates are identified to be interviewed the HR Consultant will thoroughly review the e-Recruit application and the restricted tables for any information that may exist.

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Interviews <u>-Sample questions</u> (Phone) (Face to face)	HR Assistant and/or Department Administrator	Phone or face to face interviews are scheduled based on the availability of the search committee members and HR Consultant.	This step can vary from initial phone screens/interview to immediate campus interviews depending on the candidate pool and needs of the hiring manager. The HR Consultant and hiring manager will collaborate to create a list of appropriate questions to be asked during interviews. Candidates on RIF status that meet the minimum qualifications should be granted an interview.
	HR Assistant and/or Department Administrator	If phone screens were initially conducted, face to face interviews should be conducted as well	
	HR Consultant	HR Consultant solicits a list of references (should include current and past supervisors) from top 2-3 candidates. Past performance evaluations can also be considered for UM employees.	Reference questions are provided by HR.

What	Who	Action	Comments
Justification of Hire -Sample document	HR Consultant	Once the chosen candidate is identified, the HR Consultant will work with the hiring manager to discuss starting salary and tentative start date. The justification of hire is sent to HR Director for review and for record keeping purposes.	Typically an employee's start date will fall on a Monday.
Contingent Offer	HR Consultant or Hiring Manager	<p>The candidate should be given 2-3 days to accept the offer based on the terms discussed.</p> <p>Upon acceptance, the background check is prompted by an email response.</p> <p>Upon receipt of the cleared and completed background checks, the HR Consultant notifies the hiring manager.</p>	<p>Criminal background checks are completed through both Hire Right and iChat.</p> <p>The Hire Right criminal background check can take 3-10 business days.</p> <p>During this time the start date may change based on the candidate's earliest availability</p>

What	Who	Action	Comments
Official Job Offer/Welcome Letter -Sample	HR Consultant or Hiring Manager	Once the criminal background checks are complete and free of any questionable activity, the candidate is notified and the official offer is made. The Office of HR generates the welcome/offer letter which outlines appointment fraction, the starting salary, start date and information regarding benefits and the new employee orientation.	Benefits orientation is generally held on Mondays in the Office of Human Resources. The welcome letter is emailed and mailed within 48 hours of the offer being accepted to both the candidate and the hiring manager.
Communication of Search Status to Finalists	HR Consultant/ Hiring Manager	All interviewed candidates are notified of their status with the search	Finalists should be contacted within one week after the official offer is made and accepted.
Employee Hired in System	HR Assistant	The employee's appointment is processed in the e-Recruit system	INTERNAL PROCESS
On-Boarding		New Employee Orientation (NEO) -Last Friday of each month	INTERNAL PROCESS
List of Activities		Departmental On-Boarding List	