Academic Professional Checklist

1. Job description draft sent to ER/HR (new or revised positions).
2. ER/HR prepares final job description draft for unit review and approval and suggests salary range. Unit provides salary range, CFOAPAL for position as well as CFOAPAL for background check to ER/HR.
3. ER/HR submits hiring exception form in HireTouch to obtain required UA approvals.
4. Unit approves final job description; ER/HR prepares draft ads for unit review
5. Unit provides position/search information to ER/HR (search committee members; FOAP for position and advertising; preferred advertising sources; AVSL approver)
6. ER/HR submits PAPE for approval
7. ER/HR prepares EEO Form I and submits to unit hiring manager for approval
8. Hiring manager approves Form I, ER/HR Liaison and UHREO AVP approves
9. Once approved, ER/HR posts position announcement
10. Applicants apply for position via Applicant Tracking System (HireTouch); EEO acknowledgment letters automatically generated and sent to applicants who meet minimum Bachelor’s degree requirement; applicants not possessing a Bachelor’s degree receive an automated notification of application status (no longer under consideration)
11. Search committee accesses Applicant Tracking System (HireTouch) to review resumes/applicant materials
12. Search committee identifies candidates to interview for position
13. ER/HR schedules interviews
14. ER/HR/Search Committee interview best qualified candidates
15. ER/HR/Search Committee identifies preferred candidate for position; complete final ranking and comments (optional) and ERHR conducts reference checks
16. ER/HR submits final choice, proposed salary, reference results, and interview questions to EEO
17. Hiring manager approves EEO Form II and submits to ERHR Liaison for approval
18. ER/HR extends offer to preferred candidate
19. If offer accepted, ER/HR prepares offer letter and sends to candidate; when signed offer letter received, ER/HR facilitates onboarding process
20. If offer declined, ER/HR consults with hiring manager and search committee to determine if second candidate will be offered position; if yes, continue from #16. If no, further discussions with ERHR and hiring manager will ensue regarding next steps