OFFICE *of* HUMAN RESOURCES
EAST TENNESSEE STATE UNIVERSITY

Recruitment Process

	Tasks
	Confirm Position • Review the need for position • Confirm Funding, Position Number, and Permission to advertise
	Determine how to conduct the search • Individual Supervisor or Search committee (Search Committee Confidentiality Form) • Determine who is the *Hiring Authority* (the person who makes final selection) • Determine members, roles, and responsibilities. • Develop recruitment plan
	Review Policy, Toolkit and Updates • Review Advertising for and Hiring Employees Policy, Recruitment and Hiring Toolkit and Check for Updates
	Review Job Description • Make necessary updates. • A Position Audit is required for significant updates to new, vacant, and/or repurposing of clerical/support staff or administrative/professional position.
	Briefing with Human Resources (as needed) • Contact Human Resources for an overview and to answer questions concerning your search as needed.
	Create Posting in eJobs • Hiring Manager to enter the job posting in eJobs and allow to go through electronic approvals.
	Advertise Position (see External Job Postings) • Once approved & posted in eJobs, proceed with following recruitment plan. • All paid postings must be approved through eBucs.
	Review and Update Applicants • Review application & supporting documents in eJobs (For consideration, candidates must apply and submit all required documents to eJobs) • Update applicants' workflow status appropriately.
	Request to Have Pool Certified • Email pool certification request, include the posting #, to have pool certified to hr@etsu.edu. Please follow the appropriate approval process for your area.
	Interview Approved Candidates • All approved applicants must be interviewed (unless applicant withdraws/unable to contact). • Determine interview platform/method. • Determine interview questions prior to interviews – ask the same questions to all candidates.

Hiring Process

Tasks
Check Reference • References may be checked prior, during, or after interviews • Reference checks are **required** for the candidate(s) you intend to hire and prior to extending the informal offer of employment. • Determine collection method of references (Letters, Telephone, or SkillSurvey)
Extending Informal Offer of Employment • You may unofficially offer position and start negotiations if appropriate. • Only the President/designee can make an official offer.
Request to Hire • Update selected candidate to Request to hire. This status selection starts the Post Certification. • Update all other candidates' workflow status as appropriate (i.e. Not Hired/ Request to Hire)
Post Certification • Selected candidate will be required to complete information in eJobs before the official hiring process can begin.
Start the Hiring Proposal • Post Certification is completed, candidate's status is updated automatically to Recommend to Hire. • The Hiring Manager may start the Hiring Proposal in eJobs and submit for approvals.

Onboarding Process

Tasks
Signed Contract • The President/designee has approved; candidate will sign contract electronically in eJobs. • Onboarding starts with the candidate officially accepting the position.
Continued Onboarding • Series of events including, but not limited to: orientation, selection of benefits, and trainings