HIRING TIMELINE

FACULTY

Submission of Position Request

START

The hiring process officially begins when the Hiring Manager submits a Position Request to Human Resources via the Faculty & Staff Employment Position Request Google Form

Initiation of Requisition Approval Process

48 HRS

Human Resources creates a Position Requisition and initiates the requisition approval workflow within 48 hours of the submission of the Position Request

Posting of Job to Applicable Job Boards

72 HRS

Human Resources posts the job to all applicable job boards within 72 hours of initiating the approval workflow, assuming that the requisition passes the approval process

Candidate Selection & Interview Scheduling

Up to 30 Days

The Hiring Committee rates & selects potential candidates and schedules interviews following the completion of the job posting's required opening window of 10 to 30 business days.

Conduction of Interviews

1 WEEK

The Hiring Committee conducts interviews within a week of candidate selection.

Submission of Paperwork

72 HRS

The Hiring Committee submits all paperwork (Interview Analysis Forms, Letter of Recommendation to Provost, etc.) to appropriate departments within 72 hours of candidate selection.

Candidate Processing & Approval

1 WEEK

Human Resources receives completed Memo to Hire and offers the position to the selected candidate and completes the Onboarding process within a week of receiving the appropriate approvals.

Job Offer and Onboarding Process

2 WEEKS

Candidate is processed and ready for their first day.

END

Employment begins at the start of a pay period

Fall Hiring Timeline

February/March: Provost and Deans identify Fall staffing plan
By April 1: Requisitions approved and HR posts position for 10 to 30 days
By June 1: Candidates Selected
By July 31: HR has fully completed Onboarding the candidate, and they are ready to begin employment in August

Spring Hiring Timeline

September/October: Provost and Deans identify Spring staffing plan
By October 1: Requisitions approved and HR posts position for 10 to 30 days
By November 1: Candidates selected
By December 15: HR has fully completed Onboarding the candidate, and they are ready to begin employment in August

STAFF

START

Submission of Position Request

The hiring process officially begins when the Hiring Manager submits a Position Request to Human Resources via the Faculty & Staff Employment Position Request Google Form

48 HRS

Initiation of Requisition Approval Process

Human Resources creates a Position Requisition and initiates the requisition approval workflow within 48 hours of the submission of the Position Request

72 HRS

Posting of Job to Applicable Job Boards

Human Resources posts the job to all applicable job boards within 72 hours of initiating the approval workflow, assuming that the requisition passes the approval process

10 DAYS

Candidate Selection & Interview Scheduling

The Hiring Committee rates & selects potential candidates and schedules interviews following the completion of the job posting's required opening window of 10 business days.

1 WEEK

Conduction of Interviews

The Hiring Committee conducts interviews within a week of candidate selection.

72 HRS

Submission of Paperwork

The Hiring Committee submits all paperwork (Interview Analysis Forms) as well as an email containing the name of the selected candidate to Human Resources within 72 hours of candidate selection.

1 WEEK

Candidate Processing & Approval

Human Resources receives completed Memo to Hire and offers the position to the selected candidate and completes the Onboarding process within a week of receiving the appropriate approvals.

2 WEEKS

Job Offer and Onboarding Process

Candidate is processed and ready for their first day.

END

Employment begins at the start of a pay period

Fall Hiring Timeline

February/March: Provost and Deans identify Fall staffing plan
By April 1: Requisitions approved and HR posts position for 10 to 30 days
By June 1: Candidates Selected
By July 31: HR has fully completed Onboarding the candidate, and they are ready to begin employment in August

Spring Hiring Timeline

September/October: Provost and Deans identify Spring staffing plan
By October 1: Requisitions approved and HR posts position for 10 to 30 days
By November 1: Candidates selected
By December 15: HR has fully completed Onboarding the candidate, and they are ready to begin employment in August

HIRING TIMELINE

ADJUNCT

Submission of Position Request

START

The hiring process officially begins when the Hiring Manager submits a Position Request to Human Resources via the Faculty & Staff Employment Position Request Google Form

Initiation of Requisition Approval Process

48 HRS

Human Resources creates a Position Requisition and initiates the requisition approval workflow within 48 hours of the submission of the Position Request

Posting of Job to Applicable Job Boards

72 HRS

Human Resources posts the job to all applicable job boards within 72 hours of initiating the approval workflow, assuming that the requisition passes the approval process

Candidate Selection & Interview Scheduling

Up to 30 Days

The Hiring Committee rates & selects potential candidates and schedules interviews following the completion of the job posting's required opening window of 10 to 30 business days.

Conduction of Interviews

1 WEEK

The Hiring Committee conducts interviews within a week of candidate selection.

Submission of Paperwork

72 HRS

The Hiring Committee submits all paperwork (Interview Analysis Forms, Memo to Hire, etc.) to Human Resources within 72 hours of candidate selection.

Candidate Processing & Approval

1 WEEK

Human Resources receives completed Memo to Hire and offers the position to the selected candidate and completes the Onboarding process within a week of receiving the appropriate approvals.

Job Offer and Onboarding Process

2 WEEKS

Candidate is processed and ready for their first day.

END

Fall Hiring Timeline

February/March: Provost and Deans identify Fall staffing plan
By April 1: Requisitions approved and HR posts position for 10 days
By June 1: Candidates Selected
By July 31: HR has fully completed Onboarding the candidate, and they are ready to begin employment in August

Employment begins at the start of a pay period

Spring Hiring Timeline

September/October: Provost and Deans identify Spring staffing plan
By October 1: Requisitions approved and HR posts position for 10 days
By November 1: Candidates selected
By December 15: HR has fully completed Onboarding the candidate, and they are ready to begin employment in August

Summer Hiring Timeline

By April 1: Requisitions approved and HR posts position for 10 days
By 3rd week of April: Candidates Selected
By end of 1st week of May: HR has fully completed Onboarding the candidate, and they are ready to begin employment in August