

Hiring Process Aid

Action

Stakeholder

Supporting Doc/Workflow

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| <p>1. Initiate and seek approval of the Position Request Authorization (PRA)</p> | <p>➤ Requesting department</p> | <p>a. Position Request Authorization (PRA)</p> |
| <p>2. <i>If Applicable</i>, Determination of Search Committee Chair and members by the hiring manager/official. Recommended for positions in pay grade 10 and above.</p> | <p>➤ Requesting department <i>(if applicable)</i></p> | <p>Search Committee Guide: http://www.kent.edu/hr/forms/employment/upload/conducting-effective-searches.pdf</p> |
| <p>3. Development of applicable civil service testing/assessments for the proposed position. Action completed by HR.</p> | <p>➤ Compensation ➤ Talent Acquisition</p> | <p>None</p> |
| <p>4. Prepare for Posting:</p> <ul style="list-style-type: none"> • Review the Hiring Process Workflow. • Develop interview Q&A. • Review candidate rating format. • Review the scope of the rating (<i>i.e.</i> 1. Resumes; 2. Interviews; 3. Reference Checks; 4. Civil Service Testing/Assessments). • Determine hiring timeline; location of interviews; rating scale; and methods of assessments. • Adoption and Review of the recruitment strategy/Advertising-marketing plan. • Review departmental Affirmative Action Plan. • Create the job posting. • Post the job online. | <p>➤ Requesting department ➤ Talent Acquisition ➤ Affirmative Action</p> | <p>a. Candidate Rating Sheet (CRS) b. Behavioral-based Interview Guide c. Interview Questions d. Departmental Affirmative Action Plan</p> <p>Hiring Process Workflow: http://www.kent.edu/hr/forms/employment/upload/ta_hiring_process_withfac_05072013.pdf</p> |
| <p>5. Initiation of the Screening Process</p> <ul style="list-style-type: none"> • Review of applications/resumes/CV. • Rating of applicants. • Phone screen of selected candidates, if applicable. • Face-to-face interview of selected candidates. • Rating of selected candidates. • Development of a Finalist List and submission to AA for review. • Collection of notes from search committee members. | <p>➤ Requesting department ➤ Talent Acquisition ➤ Affirmative Action</p> | <p>a. Candidate Rating Sheet (CRS) b. Behavioral-based Interview Guide c. Departmental Affirmative Action Plan d. Access to the University’s Online Applicant Tracking system jobs.kent.edu/hr</p> <p>Search Committee Guide: http://www.kent.edu/hr/forms/employment/upload/conducting-effective-searches.pdf</p> |
| <p>6. Completion of Reference Checks; Degree and Employment Verification, Background Checks and Salary Offer Worksheet:</p> <ul style="list-style-type: none"> • Reference checks conducted by HR (<i>if done by search committee, results must be filed with HR</i>). • Rating of feedback garnered from the completed Reference Checks. • New hire contacted by HR to garner SS#, birth date information to complete background and degree check. • Execution of criminal background checks, employment verification and degree verification. • Execution of Salary Offer Worksheet. | <p>➤ Talent Acquisition ➤ Compensation ➤ Hiring Manager</p> | <p>a. Reference Check Form b. Employment Verification Form c. Degree Verification Form d. Background Check Submission Form e. Salary Offer Worksheet</p> |
| <p>7. Selection of New Hire:</p> <ul style="list-style-type: none"> • Unclassified – Employment Agreement and Offer Letter completed by department and sent to VP for approval/signature and then routed to Talent Acquisition for final processing. • Classified – Offer letter completed by HR. • Offer letter, employment agreement and other new hire documents sent electronically to new hire by Talent Acquisition. (<i>if offer letter and employment agreement sent by department, copies must be sent to HR</i>). • New hire email generated and sent with orientation instructions and “How to establish your Email Account” letter. | <p>➤ Talent Acquisition ➤ Requesting Department ➤ HR Records</p> | <p>a. Reference Check Form b. Verification of Employment Form c. Degree Verification Form d. Background Check Form e. Reference Check Rating Form f. All New Hire Paperwork g. “Getting Started” document (unclassified) h. How to Establish your email account letter i. New Hire Benefits Election Packet</p> |

**For further assistance, please contact
Talent Acquisition at 22100**