Faculty Recruitment Process

College

- College Determines Need for Hire
- Search Team/College Liaison
- Develop Requisition
- Input Requisition in Career Zone
- Search Committee
- Multicultural Diversity Training
- Screen/Evaluate Candidates
- Complete SCRF
- Conduct Phone Screens and Interviews
- Submit Pre-offer Paper work to Provost Office with diversity data
- Extend Verbal Offer and follow with Written Offer from Dean to Candidate
- Receive signed offer, create EAF send both to HR for processing (HRA)
- Attach final SCRF to Requisition
- Disposition All Candidates
- End of Process
- Mail New Faculty Orientation Letter to New Hired

HR

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Provoit’s Office

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New Employee Orientation – Lynn Wild’s Organization

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Multicultural Diversity Training is under review for updates/online options

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