

Introduction

The procedure for hiring faculty and staff generally involves five steps:

- Approval to Hire
- Advertising the Position
- Application Process
- Selection Process
- Documentation of the Hire Decision

The table below illustrates these basic components of the hiring process and specific items that are required or recommended for each employee group.

	Classified	Hourly	Professional Staff	Faculty	Graduate Employee	Student Personnel
1. APPROVAL TO HIRE						
Requisition	X	X	X	X		
Search Proposal /Waiver			X	X		
Form 30 Pos. Des.	X	X				
Position Skills Inventory	X	X				
Position Description			X			
Job Description					X	
2. ADVERTISING						
Yellow Sheet	X					
White Sheet			X		X	
Beige Sheet	X	X				
Newspapers, Journals, etc.			X	X		
Bulletin Boards					X	
Vacancy Notice						X
3. APPLICATION PROCESS						
Application Form	X	X				
QWIZ Clerical Tests	X					
Interview	X	X	X	X		X
Resume, cover letter, references, etc.			X	X		
4. SELECTION PROCESS						
Applicant Profiles	X	X				
Applicant Summary Sheet	X	X				
Search Documentation			X	X		
5. DOCUMENTATION						
Record-Keeping	X	X	X	X	X	X