POSITION APPROVAL AND ADVERTISEMENT

1. Screening Committee is appointed and selection criteria and preferences are defined.
2. Position Description and ADA form are reviewed/updated through PeopleTracker in the eWeber portal.
3. Recruitment and advertising strategy is developed by committee. Where appropriate, affirmative action recruitment strategies will be undertaken.
4. Position Requisition is completed in PeopleTracker through the eWeber portal and submitted for Human Resource approval. Include outside advertising information and index/cost code to cover the cost of outside advertising.
5. Position requisition is submitted by Human Resources to Dean/Supervisor and appropriate VP.
6. Position is advertised for appropriate time period. (10 days-non-exempt, 14-21 days-exempt)
7. Application materials are received at http://jobs.weber.edu

SCREENING AND INTERVIEWING APPLICANTS

1. After the closing date, application materials are reviewed online at http://jobs.weber.edu/hr with the guest username and password and the Applicant Rating System (ARS)*.
2. Candidates that don’t meet minimum qualifications are eliminated.
3. Preferences are applied. Veterans - mandatory 5% or 10%. Internal and/or Diversity – up to 5% each. (See PPM 3-5)
4. At the request of the hiring authority emails will be sent by Human Resources to those applicants no longer being considered.
5. Interviews are scheduled by the hiring authority. Hiring authority may request additional support from AA/EO to bring diverse candidates in for interviews.
6. Hiring authority notifies HR of foreign nationals on short list.
7. Interviews are completed.
8. Reference checks are done.
9. Finalist is selected.

*The Applicant Rating System (ARS) is designed to assist you with the evaluation process. The system computes the weighting and rating data including Veterans Preference points. Access ARS thru the eWeber portal. Information: ext 6034

SELECTION APPROVAL AND OFFER

1. PAR is prepared by the hiring authority and is submitted to Human Resources.
2. Selection process is reviewed and approved by Human Resources, AA/EO Director, and appropriate VP. ** Offers of employment are not made prior to these signatures being obtained.
3. Letters are sent by Human Resources to remaining finalists not selected.

Please be aware that this information is intended for use as a guideline only. For further information, see the WSU Policy and Procedures Manual, section 3-5.

**If position requires a criminal background check, the offer must be conditional pending results of a criminal background check.
Hiring Checklist
For
Non-exempt and Exempt