Please use the following diagram as a "roadmap" used to accompany the New Hire Process instructions available. These are not complete instructions, rather a broad overview of the on-boarding process. Please reference the instructions when trying to locate specific answers.

→ = movement to next step
—— = termination/end step
- - - - = concurrent/simultaneous step

Interview your top candidate(s).

Once top candidates are known, request HR Employment Rep to close the posting.

Conduct at least 2 phone reference checks. For internal candidates – check personnel file and with current department.

Change status of all applicants in OJS – status should differ for your 1st, 2nd and 3rd choices and the remaining applicants.

Complete RFO through appropriate college/department levels.
*Salary exceptions* require additional approval:
Colleges: college level → Craig Ness → Compensation → HR Employment
Departments: division level → Compensation → HR Employment

Contingency offer may be extended only after discussion with HR Employment Representative.

Conduct a CHRI for all security sensitive positions (MAPP policy 02.03.05).

Negative results, receive email notice permitting move to next step.

Positive Results, 3 options:
1. Appeal
2. RFO and CHRI on 2nd choice candidate
3. Repost the position

Extend/accept offer letter in writing and keep a copy to be submitted with the PAR.

Go into OJS and change status from "Selected Applicant" to "Offer Accepted" and accurately dispense remaining applicants.

Documents now ready to submit to HR:
1. PAR
2. Copy of the offer letter

Sign new employees up for R.O.A.R. online and instruct them to visit the site prior to orientation.

If you have any questions or need assistance, please contact your HR Employment Representative or Generalist.

Thank you