

Recruitment Process for Hiring Managers

Request to Hire

Request to Hire - The Request To Hire (RTH) Form is used to gain approval for non-academic (FT/PT, contract/permanent) based hiring or status change.

- A RTH is required for all positions that are paid through payroll. The approval process is as follows:
 - An RTH is initiated by the hiring manager. A job description must be attached for all positions
 - The RTH will then move to the first level approver (i.e. Hiring Manager and first level approver)
 - Finance will then conduct a budget review to ensure funding has been appropriately identified, and approve or deny the RTH based on their findings.
 - Human Resources will then review and approve the RTH and initiate the Recruitment Plan process
 - RTH's submitted for **Workflow 1** positions will move forward to the Staffing Review Committee and President for final approval
 - The RTH will then move to the second level approver (i.e. VP, Provost, Dean, Vice Provost, or University Librarian). This is the last step in the approval process for **Workflow 2**
- Approximate duration of the approval path including Staffing Review Committee is 7 to 10 days. Approximate duration of approval path without requiring Staffing Review Committee is 5 to 7 days.
- Notification of an approved Request to Hire's is sent to all approvers identified in the workflow, the Office of the Provost, the Office of the Vice President (Administration & Finance), the Human Resources Recruitment Team and the initial requestor.

Employee Information Form

After a RTH has been approved the Employee Information Form (EIF) is used to document and process new or changing temporary part time/hourly employment and/or changes to budget codes. All other employment changes require an employment contract/offer letter (prepared by HR).

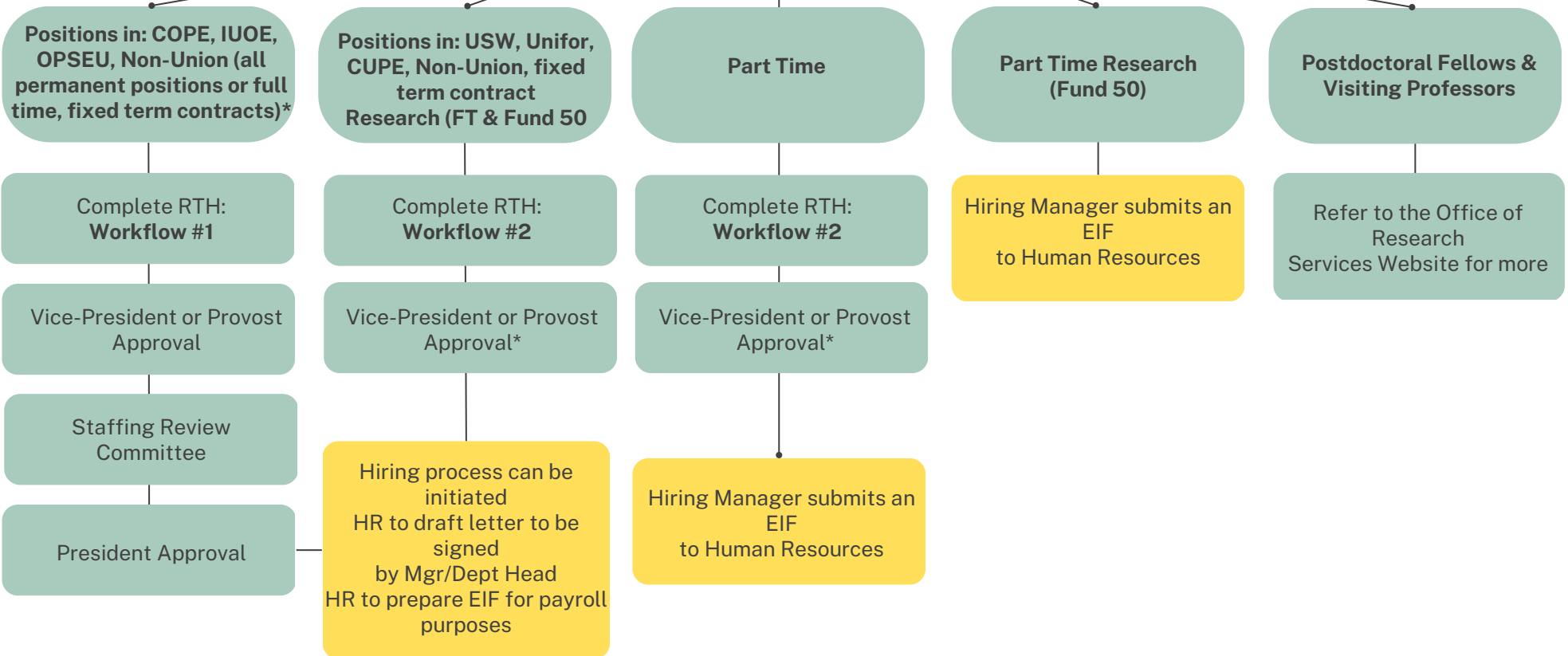
- EIFs must be signed by a person with sufficient signing authority for the hiring budget and by the employee.
- EIFs are submitted to HR for processing.

Short Term Renewal

The Short Term Renewal Form is used to extend a contract for 30 days or less.

- The short term renewal form is used to gain approval to extend a staff member 30 days or less.
- This is commonly used if the requirements of the job have not been completed during the previously approved duration. It is also used to bridge the gap if the RTF paperwork was not submitted with enough time and the individual's contract will expire prior to the RTF and EIF being approved.
- Short Term Renewal Forms can be found on the HR section of the website and are sent to HR for processing once complete.

Hiring Manager



Human Resources Recruitment Process

1
business
day

Request To Hire
RTH process is initiated by a hiring manager.

Recruitment Plan
Recruitment plan is sent to the hiring manager

Recruitment Plan
Recruitment plan is submitted by hiring manager and sent back to HR

Position Applicant File Created
HR will create an applicant file containing the applicable documents

7-10
business
days

RTH Approval
Notification group will receive a confirmation email once the RTH is approved

5
business
days

Draft Job Posting
HR will draft a job posting in collaboration with the Hiring Manager

Post Position
HR will coordinate with the hiring manager and post the job to the applicable forums. When the position closes HR will share the applicant file with the hiring manager

Applicant File
HR will send the applicant file to the Hiring Manager once a position closes