

EHRA Hiring Process – Hiring Manager Guide

Title of Procedure: Permanent EHRA Hiring Process

Name of Author: Sara Tanea

Process Step	Action to Be Performed By:	Actions To Take
Permanent EHRA position becomes vacant (resignation, termination, etc.)	Hiring Manager	<ol style="list-style-type: none"> 1. Consult with the Budget Office, Title III Office or Grants/Contracts (based on fund source) prior to initiating hire process. For faculty, this is where you will get the appropriate position number. If funding is not available, employment will be denied. 2. Once funding is approved, contact the HR Consultant – Classification and Compensation to review the current job description or to establish a new position. This piece of the process must be completed prior to posting a position on any FSU job boards. <ol style="list-style-type: none"> a. Please visit the Office of Human Resources Classification and Compensation webpage for further documents and guides.
Posting the job vacancy in PeopleAdmin	Hiring Manager and Human Resources	<ol style="list-style-type: none"> 3. Once the position description has been reviewed and/or established, it will be necessary for the hiring manager to complete a PeopleAdmin Request for Posting. This form asks for details pertinent to the job vacancy and how the job posting will appear to applicants. Prior to filling out and returning the form, the hiring manager must confirm: <ol style="list-style-type: none"> a. Budgeted amount for this position b. The Source of Funds (also called FOAP) c. EHRA Positions do not have a minimum posting requirement but if there is no closing date, the hiring manager must provide a date in which applicants will be reviewed. <p>Forms that do not include that information will be considered incomplete and will lead to a delay in processing. Return the completed form to the HR Consultant – Employment in the Office of Human Resources via e-mail.</p> 4. The HR Consultant – Employment will review the submitted request and start the job posting process in PeopleAdmin and follow-up with the hiring manager for any necessary further consultation. From there, the hiring manager will be notified of the job posting and that it has been started. Please remember, a job posting in PeopleAdmin must be approved by the following representatives: <ol style="list-style-type: none"> a. Human Resources b. Department Budget c. Budget, Contracts/Grants or Title III (only one of these groups will review – this is dependent on the FOAP) d. Position is posted to external job boards:



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		<ul style="list-style-type: none"> i. FSU Job Board ii. Higher Education iii. InsideHigher Education iv. Indeed v. FSU’s Twitter Page, LinkedIn Account and Facebook <p>5. The HR Consultant – Employment will contact the hiring manager and inform them that the position is now posted. If the position that is being posted is a faculty position, it is strongly encouraged that the position is posted in an external professional journal (Chronicle Vitae works). Please review the Academic Affairs Posting Process. In this communication, several materials will be shared to help the hiring manager during the time the job is posted (preparing interview guides, prepping the search committee, selecting applicants to interview, etc.)</p>
Job is Posted	Hiring Manager	<p>6. During the time the position is posted it is the responsibility of the hiring manager to create:</p> <ul style="list-style-type: none"> a. The Search Committee (please have each member sign Confidentiality Agreement Form). b. Search Committee Member Equal Employment Opportunity Training (partner with Human Resources to set this up). Training is only required once every three (3) years. The HR Consultant – Employment will add those members (if necessary) to the course in Canvas. c. Prepare interview guides using the following guides to assist: <ul style="list-style-type: none"> i. Structured Interview Guide Template ii. Behavioral Based Interviewing Overview
Search Committee Process	Hiring Manager and Search Committee	<p>7. While the position is posted to the external job boards, it is the Search Committee Chair (or Hiring Manager) responsibility to ensure the Search Committee Process is being followed. This includes conducting search committee meetings to review current applicants, setting up interview guides and scheduling interviews.</p>
Interviews	Hiring Manager and Search Committee	<p>8. The hiring manager and the search committee will review those candidates and use the “Applicant Screening Matrix” to score candidate applications and select candidates the hiring manager/search committee wishes to interview. It is recommended (but not required) that phone screen interviews are conducted first following onsite interviews for the final candidates.</p> <p>9. The hiring manager contacts those s/he wishes to interview</p>



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		and conducts the interviews using the guides created while the job was posted (refer to step 5)
Final Candidate Selection	Hiring Manager/the Office of Legal Affairs	<p>10. Once a final candidate is selected, please forward the following information to Legal Affairs - Paralegal at trobinson@uncfsu.edu:</p> <ul style="list-style-type: none"> a. Candidate name b. Candidate e-mail address c. Position Title <p>Legal Affairs - Paralegal will then reach out to the candidate to conduct the mandated background check.</p> <p>Please note that background checks can take anywhere from 3 – 10 business days. It is possible to take longer if the applicant has lived in multiple states. It is best to start this process as soon as the final candidate is selected (it can be done the same day as interviews).</p>
Hiring Final Candidate	Hiring Manager	<p>11. The hiring manager is now responsible for completing the EHRA Non-Faculty or EHRA Faculty Hiring Packet as well as a hiring proposal in the PeopleAdmin system (PeopleAdmin Workflow and Hiring Proposal Guide). All offers of employment will come directly from the Office of Human Resources. Hiring Managers are not allowed to make job offers to candidates. It is strongly suggested that the hiring manager completes the EHRA Non-Faculty or EHRA Faculty Hiring Packet as well as the hiring proposal in PeopleAdmin simultaneously. Please do not wait to do one after the other, this will could lead to a delay in processing.</p> <p>12. As soon as the EHRA Non-Faculty or EHRA Faculty Hiring Packet is completed in its' entirety, forward to the HR Specialist – EHRA Contracts electronically or in-person. Please remember the importance in requesting transcripts. The transcripts can be sent: All official transcripts should be issued from the issuing institution directly to a university official (EHRA Contract Administrator, Hiring Manager or Search Committee Chair).</p> <p>Once the EHRA Non-Faculty or EHRA Faculty Hiring Packet has been received in the Office of Human Resources the HR Specialist – EHRA Contracts will begin to write the contract. The EHRA Non-Faculty contract will be submitted to the Office of Legal Affairs for Chancellor consideration. The EHRA Faculty contract will be submitted to Academic Affairs for Provost consideration. The contracts must be approved and signed by the appropriate university officials prior to the Office of Human Resources making an official offer. The hiring</p>



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		<p>proposal in PeopleAdmin will be reviewed by the following representatives:</p> <ol style="list-style-type: none"> a. Hiring Manager b. Dept. Head/Dean c. Dean/AVC d. VC/Provost e. Dept. Budget f. University Budget/Title III/Contracts & Grants g. Legal h. Legal Contract Review i. Final HR Approval
Job Offer	Human Resources	<p>13. The HR Specialist – EHRA Contracts will then send the candidate information regarding NEO and any new hire documents, which must be completed prior to the start date so that a Banner ID can be generated.</p>
On-Boarding	Human Resources and Hiring Manager	<p>14. Once the Banner ID is generated, it is the responsibility of the supervisor/hiring manager to request ITTS network access. It is not the responsibility of Human Resources. See example at bottom of page.</p> <p>15. Employee will attend New Hire Orientation. Upon conclusion of orientation, the employee will report to the department in which s/he was hired.</p>

Greetings,

The following new hire(s) is effective **Month, Date, Year**.

SUPERVISOR/HIRING MANAGER, please request network access by clicking on the link <https://fsuwebapps2.uncfsu.edu:8443/AccountRequest/>. If you experience any issues using the link, please contact the [ITTS Help Desk](#) at 672-4357.

Thank you for your assistance.

Name: Ms. Susan Smith

Position: SHRA Non-Exempt /Vehicle/Equipment Repair Technician/#000000

Department: Facilities

Supervisor: Mr. Jason Johnson

Banner Number: 83000000



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EHRA Hiring/Job Posting Contact

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