Process Step	Action To Be Performed By:	Actions To Take
Permanent SHRA position becomes vacant (resignation, termination, etc.)	Hiring Manager	1. Consult with the Budget Office, Title III Office or Grants/Contracts (based on fund source) prior to initiating hire process. If funding is not available, employment will be denied. 2. Once funding is approved, contact the HR Consultant – Classifciation 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. 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	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:
		   a. Budgeted amount for this position
		   b. The Source of Funds (also called FOAP)
		   c. SHRA Positions must be posted for a minimum of five days
		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.
		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:
		   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:
		      i. FSU Job Board
		      ii. Higher Education
		      iii. InsideHigher Education

1

		iv. Indeed v. FSU's Twitter Page, LinkedIn Account and Facebook 5. The HR Consultant – Employment will contact the hiring manager and inform them that the position is now posted. 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.)

Job is Posted	Hiring Manager	6. During the time the position is posted it is the responsibility of the hiring manager to create:
		   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).
		   c. Prepare interview guides using the following guides to assist:
		     i. Structured Interview Guide Template
		     ii. Behavioral Based Interviewing Overview

Job is removed from website	Human Resources and Hiring Manager	7. Once the position has been "Removed from Web," the HR Consultant – Employment will review all candidates in the applicant pool for the following:
		   a. Minimum/Preferred Qualifications (this is based directly off the job posting announcement)
		   b. Veterans Preference
		   c. RIF Priority
		   d. State Employees
		8. The HR Consultant – Employment will then forward all candidates to the hiring manager.

Interviews	Hiring Manager and Search Committee	9. The hiring manager 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. 10. The hiring manager contacts those s/he wishes to interview 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	11. Once a final candidate is selected, please forward the following information to Terrance Robinson, Paralegal at trobinson@uncfsu.edu: a. Candidate name

2

		b. Candidate e-mail address c. Position Title Mr. Robinson will then reach out to the candidate to conduct the mandated background check. 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).
Hiring Final Candidate	Hiring Manager	12. The hiring manager is now responsible for completing the SHRA 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 SHRA 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. 13. As soon as the SHRA Hiring Packet is completed in its' entirety, forward to the HR Consultant – Employment electronically or in-person. The hiring manager must include all interview guides in this packet. Once the SHRA Hiring Packet has been received in the Office of Human Resources and the hiring proposal has completed the approval process, the Office of Human Resources will make a formal offer for the next scheduled NEO. Please note that candidates may need to give two weeks or more notice to their previous employer. The hiring proposal in PeopleAdmin will be reviewed by the following representatives: a. Hiring Manager b. HR Comp and Class c. Budget d. Legal e. HR Approval
Job Offer	Human Resources	14. The HR Consultant – Employment 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.
On-Boarding	Human Resources and Hiring	15. Once the Banner ID is generated, it is the responsibility of the supervisor/hiring manager to request ITTS network access. It

3

	Manager	is not the responsibility of Human Resources. See example at bottom of page. 16. Employee will attend New Hire Orientation and at 12:00 p.m. that day reports to the department in which s/he was hired.

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:	830000000

SHRA Hiring/Job Posting Contact

Sara Tanea
HR Consultant – Employment
stanea@uncfsu.edu
(910)-672-1822