



Staff Hiring Procedure

Purpose:

The purpose of this procedure is to outline the staff hiring process for positions below the Assistant Director level. Please review the Staff Search Guidelines Policy and Procedure for Assistant Director and above openings.

Staff Hiring Procedure:

1. For new or vacant positions, Hiring Authority obtains approval to fill and post the position.
2. Position is posted on Eastern Michigan University's job board and contracted job posting sites. Additional job posting sites should be requested through the Recruitment Coordinator. Positions are posted on Sunday and remain open for 6 business days.
3. Recruitment Coordinator reviews applicant pool after position closes and turns applicant pool over to Hiring Authority.
4. Hiring Authority downloads Employee Selection Workbook conducts selection process and logs into the online hiring system to review the candidate pool.
5. Hiring Authority completes the process and submits Employee Selection Workbook to Recruitment Coordinator.
6. Recruitment Coordinate reviews selection process documentation.
7. Hiring Authority completes online hiring proposal.
8. Director, Compensation and Employment and Hiring Authority finalize employment offer.
9. Hiring Authority extends employment offer contingent upon a background investigation, finalizes start date (that aligns with bi-weekly onboarding date), and communicates information to Recruitment Coordinator.
10. Recruitment Coordinator generates background investigation.
11. Recruitment Coordinator generates and emails offer letter to new hire and hiring authority.