



Recruitment Procedure

Regular Employee Employment Process Overview:

1. For replacement position, Supervisor completes termination PAF and sends PAF and resignation letter to Human Resources. Employee and supervisor complete and route separation checklist to Payroll.
2. For replacement or new position (also refer to Job Classification procedure), Supervisor completes online job posting form and initiates approval routing (Divisional Executive and President).
 - Employment Office posts positions on Thursday at noon for following Sunday on www.emujobs.com. Position is also posted on contracted job boards and social media sites. Ad hoc job boards require approval from the Director, Compensation and Employment.
3. Supervisor and Employment office determine selection method and process.
4. Supervisor submits selection matrix and generates online Hiring Proposal.
5. Once hiring proposal is approved, supervisor extends employment offer contingent on background investigation.
6. If offer accepted, Supervisor determines start date and directs new hire to contact the Employment Office to provide social security number and birthdate. Supervisor communicates start date to the Employment Team.
7. Employment Office finalizes hire and generates offer letter.
8. New employee attends Onboarding on first day of work to complete new hire paperwork.

Temporary Employees/Employee Consultants Process Overview:

1. Supervisor generates employee contract agreement routes for approval.
2. Temporary comes to Human Resources prior to work date or within 3 business days to complete Form I-9, if not already on file.
3. Temporary records hours worked through Payroll/WTE.

Employment Required Documentation

Form	Staff	Temporary/ Employee Consultant
Online Application	✓	
Form I-9	✓	✓
Employee/Consultant Agreement		✓