PROVOST S OFFICE

ADMINISTRATIVE and FACULTY HIRING PROCESS

POSTING POSITION ADVERTISEMENT

1. Prepare Administrative/Faculty Employment Requisition in PeopleAdmin and include:
   - Administrative: Position description (existing reviewed/edited or newly created)
   - Newspaper or website advertisement
   - Requested media and posting sites

2. Once the PeopleAdmin requisition is completed, approvals are needed from the Dean or Director, Provost, and Budget Director.

3. Human Resources (HR) recruiter will email the Search Committee Chair any advertisement queries or suggested changes for approval; if none, HR emails confirmation when advertisement(s) are placed.

SELECTING CANDIDATES FOR INTERVIEWS

4. Prior to inviting candidates to campus for interviews, the college dean must forward paperwork to the Provost Office for review and approval. The ffice completes an Interview Approval Form or memo and attaches:

   a. Candidates original Faculty & Administrative Staff employment application.