Administrative Faculty Recruitment Process

Step 1: A vacancy has occurred in your department in one of two ways:

☐ A person has left Mines. They submit their resignation in Workday (if the employee is unable to do this, the supervisor may do it on their behalf.

☐ A new position has been created. HR will create that position in Workday.

Step 2: Create and/or review the position description (PD).

☐ Use the template found Service - Position Description Creati... (mines.edu). Contact your TAP or HRA for guidance.

☐ Notify your Talent Acquisition Partner that you have a vacancy and discuss any potential changes to the PD or Job Classification.

☐ Send the PD to our compensation teams at Service - Position Description Creati... (mines.edu).

  ☐ The compensation team will review the PD and determine a salary range for the position. *Please allow two weeks for this process*

☐ During this time, please reach out to your partner in the budget office to let them know that you are planning a hire. This will help the Workday approval process move quickly.

Step 3: Create the requisition in Workday and meet with your Talent Acquisition Partner (TAP)

☐ For most positions, the requisition is created by the department – either the Hiring Manager/Supervisor, or a department administrator. For instructions on how to create a requisition, visit Article - Starting Job Requisitions f... (mines.edu).

  ☐ Reqs are usually approved by two levels—so that usually means your supervisor and your supervisor's supervisor. When you initiate the req, it will go to HR, then back to you to include salary info. Then it will go to your leadership, then finally to budget and then back to HR.

☐ Schedule time with your TAP to discuss the recruitment plan. You will create a timeline for the recruitment, outline expectations, and consider options for how to best fill the role.

☐ Ensure your search committee members are up to date on Hiring Excellence Training. Your TAP can help with this, too.

Step 4: Initiate recruitment and begin advertising and outreach

☐ Your TAP will post the job advertisement on a variety of websites. The search committee and department share the posting with their networks.

☐ Applications are collected in Workday.

Step 5: Assess and Interview

☐ Your TAP, in accordance with the recruitment plan, will complete a review of all applications for minimum qualifications and will share the list of those that pass with the search chair. Candidates that do not meet minimum qualifications will be notified by the TAP.

☐ The search committee may choose to score the remaining applications using an HR approved rubric. From there, the committee can determine who to move to the next step (likely phone interviews).

☐ Your TAP can set up interview times in Workday which allows candidates to select a time to interview. Please send your TAP your available interview times.

- ☐ Work with your TAP to develop behaviorally based interview questions.

☐ Once candidates have selected times, the search chairs contact each candidate to confirm the modality, schedule, and expectations of the interview.

☐ As first rounds of interviews are complete, the committee will narrow the pool down to those they would like to meet for a second round of interviews. TAP will notify those that are not moving forward.

☐ Request Welcome Packets from HR for on-campus interviews (optional) and benefits flyers for candidates.

☐ After final interviews are complete, Hold follow up meeting to discuss final candidates/provide recommendation to Hiring Manager/Supervisor.

Step 6: Selection and Offer and Onboarding

☐ Inform finalists you plan to complete reference checks. The Hiring Manager or Search Chair can complete reference checks.

Do not make an offer without completing the following:

- ☐ Inform TAP of your top candidate, what you want to offer and when you would like them to start. HR will initiative the offer approval process in Workday. This typically goes to budget, compensation, and the hiring manager to approve.

- ☐ Inform your contact in budget that you have a finalist and what you hope to offer the candidate to ensure funding is secured.

☐ Once it’s approved, the verbal offer may be extended.

☐ If the candidate accepts, notify your TAP and they will send a formal offer letter through Workday. If the candidate counters, notify your TAP to discuss options.

☐ Once the candidate has officially accepted through Workday, HR will initiate the background check process.

☐ Your TAP will release all other candidates once the background is clear.

☐ As background clears, MAPS will be notified that the candidate is now a future employee and MAPS will begin onboarding. The new employee and supervisor will receive an email from MAPS with next steps for onboarding, including submission of I-9 documentation, setting up email and CWIDs, and more. An invitation will be sent to New Employee Orientation from HR approximately one week prior to the Onboarding session (typically held every other Monday from 9 a.m. to 12:00 p.m. via Zoom).

The TA Team:

Kathy White, Talent Acquisition Partner for Student Life, FA&O, President's Office, and Global Initiatives

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Recruitment Team