

Hiring Process – Staff/Faculty

Creating the Posting

Hiring Manager – For training or assistance with our applicant tracking system, PeopleAdmin, contact Human Resources at 636-481-3153 or hr@jeffco.edu.

- ❖ **Hiring Manager**
 - Submits Permission to Fill to Administrative Team for signatures
 - Creates posting in PeopleAdmin (after HR notifies of approved Permission to Fill)
 - Submits Posting in PeopleAdmin for Approval to Human Resources

- ❖ **Human Resources**
 - Reviews/approves posting in PeopleAdmin and sends to Dean/VP for review

- ❖ **Dean/VP**
 - Reviews/approves posting and sends back to Hiring Manager for final approval

- ❖ **Hiring Manager**
 - Reviews/approves posting and sends back to Human Resources

- ❖ **Human Resources**
 - Final review of posting and posts position

Selecting & Hiring the Candidate

- ❖ **Hiring Manager**
 - Reviews applications in PeopleAdmin (***search committee will participate in this step as well***)
 - Once posting has closed, selects candidate(s) for interviews in PeopleAdmin. In the comments section, provide date(s), times, location(s), and any necessary information pertaining to the interviews for HR to coordinate and schedule interviews
 - Interviews selected applicants (***search committee will participate in this step as well***)
 - Recommends finalist(s) to Finalist List when holding second interviews. In the comments section, provide date(s), times, location(s), and any necessary information pertaining to the interviews for HR to coordinate and secure second interviews
 - Submits chosen candidate to Awaiting Reference Checks. The system will notify HR to check references
 - Reviews/approves hiring proposal in PeopleAdmin once initiated by Human Resources and sends to Dean/VP for review/approval

- ❖ **Dean/VP**
 - Reviews/approves hiring proposal and sends to President

- ❖ **President**
 - Reviews/approves hiring proposal and sends to Human Resources

- ❖ **Human Resources**
 - Schedules interviews
 - Checks references, completes faculty salary worksheet along with Dean/VP (if applicable), makes job offer, completes background check and hiring proposal
 - Sends hiring proposal to hiring manager for approval
 - Approves/confirms final hiring proposal from the President
 - Continues with onboarding process

**** For further instructions, refer to the Staff/Faculty Guide located on MyJeffco Employee tab – click on the Human Resources/Recruitment section or PeopleAdmin.***