New Staff Hiring Process – Business Operations Internal Process
Implemented: August 2012

Background

In an effort to move towards a Peoplesoft Electronic Workflow process for hiring, Human Resources (HR) has redefined the hiring process and eliminated the need for obtaining a signed Staff Appointment form. Per HR's estimate, the new process takes 7-10 days off of the hiring process.

In order to accommodate the revised HR process, insure that proper approvals are obtained, and create efficiencies within Student Affairs, the following guidelines for Business Operations have been developed.

PA Form

1. Business Operations requests the PA form from Budget Office.
    a. The PA form should always be returned to Business Operations prior to being sent to the hiring agent.

2. **Prior to** sending the form to the hiring agent, complete as much of the form as possible.
    a. This may require additional conversations with the hiring agent prior to submitting the form to the hiring agent.
    b. A value MUST be entered value in the Budgeted Amount/Pay Rate line.
        i. The default amount will be the pay grade minimum. Business Operations should be sure to bring this to the hiring agent's attention.
        ii. If the hiring agent is requesting something other than the pay grade minimum, additional conversations/approval must be had/sought from the VPSA. This approval should be in writing (via email is acceptable).

3. When the form has been completed to the best of Business Operations ability, it should be sent to the hiring agent to obtain appropriate signatures in their area.
    a. Business Operations will strive for a not more than 24 hour turn around time between when the PA form is received from the Budget Office to when the form is sent to the hiring agent.

4. Hiring agent returns the signed form to Business Operations.

5. Business Operations reviews form.
    a. Questions/concerns should be addressed with the hiring agent.

6. Business Operations initials the form under the Vice President/Provost line.

7. Business Operations submits the form for signatures.
    a. If the form is received before noon from the hiring agent, Business Operations will strive to get the form to the VP the same day.
    b. If the form is received after noon from the hiring agent, Business Operations will strive to get the form to the VP the next day.

8. The signed form is returned to Business Operations.

9. Business Operations scans the form and submits original to Budget Office.

10. The scanned form is saved to the position folder within the compensation folder on the network.

Hiring Process

1. The hiring agent selects the final candidate and submits the Position Activity Record (PAR) to Office of Institutional Equity (OIE).

2. Once OIE approves the PAR, the hiring agent will receive an email communication from HR.
    a. As the VP designee, Business Operations will be copied on this communication.

3. Business Operations responds to this email asking what the hiring agent expects to offer the candidate.
    a. See email template, Exhibit A, below.

      b. The hiring agent's supervisor through department head should be copied on this communication.

      c. HR has elected to NOT be copied on this communication.

4. Upon receiving the offer amount, Business Operations completes the "Offer to Approved PAR Candidate" internal document.
      a. This form should ALWAYS be completed.
      b. If additional approval is **NOT** needed:
          i. Business Operations will send email indicating the hiring agent can proceed with the offer.
              1. See Exhibit B below for email template.
              2. The hiring agent's supervisor through department head should be copied on this communication.
              3. HR has elected to NOT be copied on this communication.
          ii. The completed form should be saved in the position folder within the compensation folder on the network.
      c. If additional approval **IS** needed:
          i. Business Operations will work with the hiring agent to obtain additional information about the exceptions.
              1. This communication should take place **VIA phone**, if possible.
          ii. The "Offer to Approved PAR Candidate" internal document will be submitted to the VPSA for signature.
          iii. Based on if offer is/is not approved, follow email templates in exhibit B.
              1. HR and the hiring agent's supervisor through department head should be copied on this communication.
          iv. The completed form should be saved in the position folder within the compensation folder on the network.
      d. **NOTE:** If the approved offer should change at any point during this process, the revised offer must be submitted to Business Operations and follow this same process.

5. Once candidate accepts the offer, Business Operations will be copied on the staff appointment form.
      a. This should be saved in the position folder within the compensation folder on the network.

Exhibit A

You will receive an email similar to the one below after you receive the email from HR indicating that OIE has approved the PAR.	

To: Hiring Agent
CC: Hiring Agent Supervisor through Department Head
Subject: Posting No. xxxx & <Title> – Request for Offer Amount
Dear Hiring Agent,

Congratulations on OIE's approval of the PAR! Prior to making the formal offer to the selected candidate, you must provide the offer amount to Student Affairs Business Operations. Once this information is received, we will guide you through the Student Affairs authorization process and acquire Vice President approval.

Thank you,
Business Operations

Exhibit B

You will receive an email similar to one of the options below after you respond to Student Affairs Business Operations' request with the offer amount.	

To: Hiring Agent
CC: HR, Supervisors through Department Head
Subject: Posting No. xxxx & <Title> – No Additional Approval Required
Dear Hiring Agent,

If additional approval is NOT necessary:
An offer of $xx,xxx falls within HR and Student Affairs' guidelines. No additional approval is required at this time. You may now proceed to the next step in the hiring process per Human Resources guidelines. If your offer amount changes at any point, this process must be revisited.

Thank you,
Business Operations

If additional approval IS necessary:
<Student Affairs Business Operations will have a phone conversation with the hiring agent to review the offer and obtain additional information. Based on the information received, Student Affairs Business Operations will complete the request for Vice President Approval form and submit it to the Vice President. Based on the Vice President's decision, the hiring agent will receive one of the two emails below. If the request is approved, the email will contain a form that the department should review.>

To: Hiring Agent
CC: HR, Supervisors through Vice President
Subject: Posting No. xxxx & <Title> – Result of Request for Vice President Approval
Dear Hiring Agent,

If offer IS approved:
An offer of $xx,xxx was approved by Dr. Anderson on xxxxxx xx, 20xx. Please review the attached form and alert us of any discrepancies. You may now proceed to the next step in the hiring process per Human Resources guidelines. If your offer amount changes at any point, this process must be revisited.

Thank you,
Business Operations

If offer is NOT approved:
On xxxxxx xx, 20xx, Dr. Anderson did not approve your offer of $xx,xxx. Please work with your supervisor to revise the offer amount. Once a new offer has been determined, please submit this amount to Student Affairs Business Operations and the new offer will be reviewed through the same process.

Thank you,
Business Operations