

UNCLASSIFIED REGULAR PAYROLL – FULL SEARCH

Preparation and Submission

Department decides to start a search and collects all relevant information.

Department submits job opening, which is routed through approval workflow.

Posting & Recruitment

Job opening is posted online, advertised, and applications are accepted.

Application Evaluation

Search committee reviews applications and identifies applicants as **Interview, Qualified, or Unqualified.**

Interview

Dept Feedback User updates applicant statuses, enters pre-interview evaluations, and submits for permission to interview.

OIE approves interview request. Dept/search committee conducts interview(s).

Hire Request

Final candidate is identified. Dept Feedback User updates interviewed candidates' statuses to either **Preliminary Offer Decided** or Reject.

Department Feedback User enters post-interview evaluations and creates and submits the hire request.

Offer

Hire request is submitted and receives **all approvals.**

Dept is approved to offer position to candidate and calls candidate to verbally offer position.

Dept notifies HR of any updates needed to offer. Dept then updates applicant status to **Make Online Offer.**

Offer Acceptance

Candidate receives email, logs into portal, accepts offer, and completes New Hire Form.

Final Notification

Notify applicants not interviewed/hire that they were not the successful candidate.

Onboarding

Onboarding tasks begin

Online background check begins

Data is fed to SmartHR and Payroll processes (Dept does not submit SmartHR Hire Template.)