

## POSITION APPROVAL AND ADVERTISEMENT

- Screening Committee is appointed and selection criteria is defined.
- Recruitment and advertising strategy is developed by committee.
- Position Requisition and ADA forms are completed at <http://jobs.weber.edu/hr> and submitted for Human Resource approval. Include outside advertising information and cost code to cover the cost of outside advertising.
- Position requisition is submitted by Human Resources to Dean/Supervisor and appropriate VP for approval.
- Position is advertised for appropriate time period. (10 days-classified, 15-30 days-professional)
- Application materials are received at <http://jobs.weber.edu>



## SCREENING AND INTERVIEWING APPLICANT

- After the closing date, application materials are reviewed online at <http://jobs.weber.edu/hr> \*
- Preferences are applied. Veterans - mandatory 5% or 10%. Internal and/or Diversity - up to 5% each. (See PPM 3-5)
- First cut is made. The status of applicants no longer being considered is changed by Human Resources.
- First cut is approved by AA/EO Director.
- Emails are sent by Human Resources to those applicants no longer being considered.
- Candidates selected for interviews may be scheduled by Human Resources, hiring committee or supervisor.
- Interviews are completed.
- Reference checks are done.
- Finalist is selected.

\*The Applicant Rating System is designed to assist you with the evaluation process. The system computes the weighting and rating data including Veterans Preference points. Access ARS thru the faculty/staff portal. Information: ext 7230.

## SELECTION APPROVAL AND OFFER

- PAR is prepared by hiring authority. Completed PAR is submitted to Human Resources along with rating sheets.
- Selection is approved by AA/EO Director, appropriate VP and Human Resources. Official employment offers **are not** made prior to these signatures being obtained.
- Offer of employment is extended by Human Resources unless otherwise stated.
- Letters are sent by Human Resources to finalists not selected



Please be aware that this information is intended for use as a guideline only. For further information, see the WSU Policy and Procedures Manual, section 3-5.