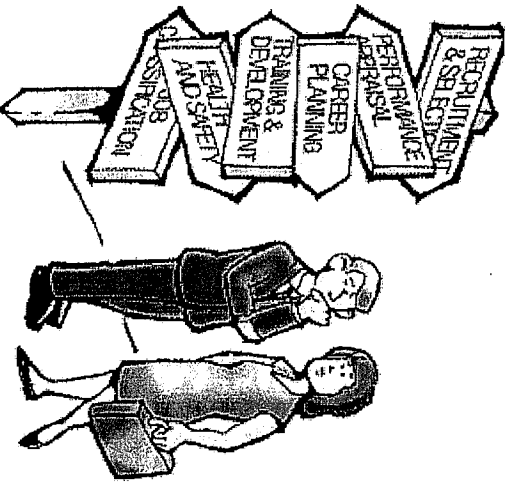


POSITION APPROVAL AND ADVERTISEMENT

- Screening committee is appointed and selection criteria is defined. (not mandatory, but highly recommended)
- Position Requisition and ADA forms are completed and submitted for Human Resource approval through the People Tracker channel found on your staff tab in the faculty/staff tab portal. *
- Position is advertised for appropriate time period. (2 day minimum)
- Application materials are received through the People Tracker channel found on your staff tab in the faculty/staff portal.

* Pooled Positions are available for departments who hire continuously, contact Human Resources for more information.



SCREENING AND INTERVIEWING APPLICANT

- After the closing date, application materials are reviewed online in people tracker. *
- Interviews are completed. If hiring a work study, have the candidate bring their CERT card to the interview.
- Reference checks are done.
- Finalist is selected.

* Hiring committee members will login at <https://jobs.weber.edu/hr> using their guest user name and password.

Also, the Applicant Rating System is designed to assist you with the evaluation process. The system computes the weighting and rating data. Access ARS thru the faculty/staff portal. Information: ext 6035

SELECTION APPROVAL AND OFFER

- Call to notify Human Resources of the final decision.
 - PAR is prepared by hiring authority and submitted to Human Resources.
 - Selection is approved by 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. *
 - If hiring a work study, the selected applicant gets their CERT card signed and completed by the supervisor to take to payroll.
 - If hiring an International Student, selected applicant must obtain a letter from Human Resources for the International Student Center.
 - I-9 and W-4's are to be completed by the new hire in the Payroll office. The CERT card also needs to be turned into payroll at this time.
 - E-mails are sent by Human Resources to finalists not selected.
- * Offer is conditional pending completion of background check, if appropriate.

