

STANDARD POSTING FOR A POSITION

- Screening Committee is appointed and selection criteria and recruitment strategy are defined.
- In PeopleAdmin, create a posting From Position and complete the ADA form. Submit to Human Resources for approval.
- Job posting is submitted to Dean/Supervisor and appropriate VP for approval.
- Position is advertised for 14 days.
- Application materials are received at <http://jobs.weber.edu>
- Rate the applicants using ARS* and apply preferences**.
- PAR is prepared by hiring authority and completed PAR is submitted to Human Resources.
- Selection is approved by AA/EO Director, appropriate VP and Human Resources.
- A **conditional** offer is extended, If offer is accepted, candidate must come to Human Resources to be fingerprinted for criminal background check.
- If results of criminal background check are satisfactory, a **firm** offer is made and first work date is determined.
- Candidate completes payroll and benefit enrollment paperwork in HR prior to beginning work.

POOLED POSTINGS

- In PeopleAdmin, create a Requisition From Position.
- Designate a closing date in Notes to HR, on the requisition. Note: Pool will be refreshed and applicants will be invited to reapply for future vacancies on this date.
- Applicants are chosen as vacancies occur. All applicants in pool at that time must be evaluated.
- PAR is prepared by hiring authority and submitted to Human Resources.
- Selection is approved by AA/EO Director, appropriate VP and Human Resources.
- A **conditional** offer is extended. If offer is accepted, candidate must come to Human Resources to be fingerprinted.
- If results are satisfactory, a firm offer of employment is extended and first work date is determined.
- Candidate completes payroll and benefit paperwork in HR prior to beginning working.

*The Applicant Rating System (ARS) 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. 6034

**WSU Policy 3-5 allows a 5% preference for internal and diversity candidates. Veteran's preference is mandatory and is either a 5% or 10% preference.

EMERGENCY HIRES (DONE BY WAIVER)

- Waiver of Standard Employment Policy and PAR is completed by hiring authority and submitted to Human Resources.
- Approvals for waiver and PAR are obtained.
- A **conditional** offer is extended. If offer is accepted, candidate must complete the online application and come to HR to be fingerprinted.
- If background check results are satisfactory, a firm offer of employment is extended and first work date is determined.
- Candidate completes payroll and benefit paperwork in HR prior to beginning working.

Note: Having open pooled positions will facilitate the timely processing of emergency hires.