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Phase I

Position Creation & Candidate Evaluation

1. SPA Process

- a. Hiring Manager completes draft SPA request to their Vice Chancellor.
- b. Once the Vice Chancellor approves the request, the Hiring Manager submits Strategic
 Position Alignment (SPA) request.
 - i. Hiring Manager for staff positions gets approval from Chancellor's Council Planning.
- c. The Budget Director in the Office of the Chancellor emails approved positions to Human Resources for approval and posting.
- d. Grant-Funded Positions do not go through SPA process. Instead, a SPA Exempt Request form and PDQ are sent to Human Resource.

2. Posting Positions

- a. Human Resources job duties. Classification and salary are determined.
- b. Position is entered into NEOED (Faculty are posted directly to HR website).
 - i. Posting goes live.
 - ii. Extra Help positions are posted for a minimum of 24 hours.

Phase II

Candidate Selection

- 1. Human Resources reviews the applicants once the posting has closed.
- 2. Human Resources refers qualified candidates in NeoEd and contacts Hiring Manager.
- 3. Hiring Manager interviews all qualified applicants.
- 4. Hiring Manager completes Hiring Justification form and sends it to Human Resources.
- 5. Contingent Offer made to candidate.

Phase III

Background Check

6. Human Resources completes the following:

- a. Background Check
- b. Drug Screen
- c. On-Boarding

Phase IV

Final Documentation

1. Formal Offer made to candidate.

- d. New Hire Paperwork completed.
- e. Job Process closed once start date is set.
- f. Candidates who were not selected are notified.

2. New Employee Tasks

- a. New Employee starts work.
- b. New Employee completes Ethics Training.