### Recruitment and Selection Process – P&S

#### Continuous or Term Positions for Fill

The shapes outlined in green contain PeopleAdmin 7 (PA7) Job Aids and Quick Reference Guides, and other resources to complement the recruitment and hiring process. To access the resources, hover over the shape and click to open the link.

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#### Process Flow

1. **Step 1:** Identify and Evaluate Need
   - (HM) identifies vacancy; evaluates and determines need to fill
   - (HM) logs into the ISU hiring system to complete position description (PD)

2. **Step 2:** Utilizing Position Description
   - (HRL) reviews PD
   - (UHRCC) analyzes PD for classification determination
   - (UHRTA) receives, preps and approves PD for posting

3. **Step 3:** Developing Recruitment and Sourcing Plan
   - (*PA) receives PA7 email to review, comment and approve for posting

4. **Step 4:** Post Position and Implement Recruitment and Sourcing Plan
   - (*)Note: (HM)/(PA) must confirm with (HRL) appropriate routing methods prior to submission to (UHRCC) or (UHRTA).

5. **Step 5:** Review of Applications
   - (PA) enters applicant ratings (PA7)

6. **Step 6 & 7:** Interview Approvals and Interviewing
   - (PA) requests (UHRTA) to extend posting, as needed

7. **Step 8:** Hire Selection
   - (HM) qualifies all applicants based on required education/experience and rates (NQ, Q-0, thru Q-5)

8. **Step 9:** Finalizing the Offer and Closing the Search
   - (PA) initiates and completes Hiring Proposal (HP) and routes hire request in (PA7)

9. **Step 10:** Onboarding
   - (HM) verifies finalist’s continued interest through the phrase, “Pending administrative approval” to make sure that the candidate understands that it is NOT a formal offer of employment.

#### Notes

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<td>(HM) conducts reference checks and determines finalists. However, search committees are not required for Pay Grades P37 or below.</td>
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#### Process that occurs in PA 7 Position Management module

- (PA7) position posts to university jobs website
- (PA7) posting removed from university jobs website at midnight of the close date

#### Process that occurs in PA 7 Applicant Tracking module

- (PA) implements recruitment plan
- (PA) requests (UHRTA) to extend posting, as needed

#### Process that occurs outside of PA7

- (HM) conducts reference checks and determines finalists.
- (PA) initiates and completes Hiring Proposal (HP) and routes hire request in (PA7)

#### Process that occurs in PA 7 Applicant Tracking module

- (PA) creates matrix to record applicant ratings/reason codes

#### Process that occurs in PA 7 Position Management module

- (PA7) performs overnight process to create eLOI
- (PA7) performs overnight process for population of EPA

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[Image of the process flow diagram]