

Hiring an Employee Via Recruitment: Step-by-Step

#	Task	Description	Days to Process
1	Authorization to Fill & Position Description	Hiring Manager initiates a direct appointment or recruitment; Hiring Manager submits ATF and PD to paydocuments@wou.edu for approvals	3-5
2	Posting of Job Announcement/Advertising	Human Resources works with Hiring Manager to ensure accuracy of job announcement and position; Human Resources posts the job announcement and position description for recruitment	5-7
3	Search Committee Completes Training	Search Committee must complete the Search Committee Orientation and Secure Document Sharing System Confidentiality Agreement (SDSSC) before they may receive access to view applications	1-2
4	Search Committee Gains Access to Applications	Human Resources provides link and passcode to view applications to the Search Committee Chair upon receipt of the SDSSC Agreement	1-2
5	Search Committee Reviews Applications	Search Committee reviews applications	Varies
6	Search Committee Chooses Interviewees	Search Committee emails employment@wou.edu to request contact information of potential interviewees	1-2
7	Interviews and Candidate Selection	Search Committee interviews candidates, communicating with Human Resources at every step	Varies
8	Recommendation	Search Committee sends an official recommendation of finalist(s) to Hiring Manager and HR via employment@wou.edu	1-2
9	Reference Checks	Hiring Manager performs reference checks for finalists	1-2
10	Verbal Offer	Hiring Manager verbally offers job to finalist	1-2
11	Successful Hiring	Hiring Manager communicates verbal acceptance to employment@wou.edu and Search Committee	1
12	Final Committee Report	Search Committee submits the Final Search Committee Report via email to employment@wou.edu or via hard-copy to Human Resources	1-2
13	Pre-Employment Checks	Human Resources runs Background and Educational Check (as applicable); Human Resources notifies Hiring Manager when complete	5-7
14	Employment Authorization	Hiring Manager submits Employment Authorization (EA) to paydocuments@wou.edu to officially request approval of hire	3-5
15	Offer Letter	Human Resources drafts the Offer Letter and works with supervisor to ensure accuracy	1-2
16	Employee Paperwork	Human Resources sends Offer Letter and New Hire Paperwork to candidate	1-2
17	Completion of Paperwork	Employee completes all paperwork within 3 days of hire	Varies
18	Arrival Notice	Once EA is fully approved and new hire paperwork is completed, Human Resources sends Arrival Notice to initiate email and other access; new employee may also obtain an ID card with Human Resources	1-2
19	Onboarding	Employee and Supervisor review and complete Onboarding Checklists (Employee Supervisor)	1-2

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