

4 Phases of the Hiring Process

The following information summarizes the four phases of the hiring process. There is a link provided at the end of this document that includes a comprehensive hiring manual. Please contact the Human Resources Office at 479-968-0396 during any point in the process for assistance.

Phase I – Posting a job advertisement

1. Review/update the position description on the *Position Review* form located under the *Supervisor tab* in self-service banner-this will be used to create the job advertisement.
2. Create a Requisition Request in Cornerstone by clicking on the “*post a vacancy*” link on the main page of your *Position Review* form.
3. You will then receive a request to review the job advertisement generated by Human Resources. Once reviewed you may approve or deny your requisition.
4. Job advertisement is posted live upon completion of the approval chain in Cornerstone.

Phase II – Tracking and Reviewing Applications **before** interviews are approved

Cornerstone allows all search committee members to view applications as they are submitted.

1. When the job closes the committee members should meet and complete the initial candidate screening form either collectively as a group or individually (based upon each committee’s preference)
2. The hiring manager or proxy then will place application flags (scores) in each applicant’s profile.
3. Hiring managers or proxy should also post a comment under the “*comments*” tab for each applicant’s profile summary they are requesting to interview.
4. After all application flags and comments are entered in Cornerstone applicant screening forms should be returned (either electronically or hard copy) to HR office for retention purposes.

****Do not interview until HR approves your request to interview****

Phase III – HR approves interviews

1. Hiring Official will be notified via email when interviews can be conducted. This email will contain a candidate rating form to be used during interviews.
2. After all interviews have been conducted, scores from the candidate rating form should be placed on the applicant’s profile with a second application flag.
3. Return candidate rating forms (either electronically or hard copy) to HR office for retention purposes

Phase IV – Recommendation made to hire

1. HR approves/denies recommendation
2. Hiring Official will receive an email from HR approving recommendation for hire
3. Offer is extended to candidate by hiring official contingent upon the return of a clear background check
4. After candidate accepts position contingent on clear background check, hiring manager will initiate the background request via self-service banner.