**IU East Hiring Procedure**

**(Staff)**

If you have questions, please contact Evelyn Gordon at [evgordon@iue.edu](mailto:evgordon@iue.edu).

1. Human Resources will ensure that the department has approval to proceed with the posting from the area VC and the CFO.
2. Contact the Human Resources Director to discuss the job description and ensure that any necessary changes are made and approved by the IU Compensation department.
3. Position Advertisement:
   1. All positions are advertised on the IU East website, PeopleAdmin, and HigherEddJobs.com. To advertise in other publications, please contact the Human Resources Generalist.
   2. External postings are posted for a minimum of 10 business days.
   3. Internal postings are posted for a minimum of 5 business days.
4. Once position is posted, Human Resources Generalist will send communication to the Hiring Official/ Search Committee regarding the job postings status and next steps.
5. Initial Screening of Applicants:
   1. Human Resources will do the initial screening on all appointed staff positions.
   2. Hiring Official/ Search Committee will review the applicant pool.
   3. Hiring Official/ Search committee will designate the candidates they wish to interview and forward that list with justification for each selection to the Affirmative Action Officer.
   4. Affirmative Action Officer will review selected candidates and approve, or request additional information.
   5. Once approval comes from the Affirmative Action Office, update PeopleAdmin to eliminate non-selected candidates. Contact Human Resources Generalist for assistance if needed.
6. Interview Process
   1. Hiring Official/ Search Committee may conduct one or two rounds of interviews. Concerns regarding the interview questions can be directed to the Human Resources Director.
   2. Hiring Official needs to move candidates to be interviewed along in the workflow (change status to “Selected for Interview”)
   3. Interviews will be scheduled by the Hiring Official or designee as appropriate for the position:
      1. With the area Vice Chancellor when appropriate
      2. With the Chancellor for Director level positions and above
      3. Faculty and staff will be notified if open sessions are scheduled
      4. All candidates should meet with Human Resources for 15-20 minutes to discuss Benefit package
      5. The Hiring Official will be tasked with escorting candidate(s) the day of the interview
7. Candidate Evaluation & Top Candidate Recommendation
   1. Hiring Official/ Search Committee should submit a written report of the candidates’ strengths and weaknesses within 3 days of the last interview to the Hiring Official, area Vice Chancellor, the Affirmative Action Officer and the Human Resources Generalist, along with the recommendation for Top Candidate.
   2. Affirmative Action Officer will approve the selection or request additional information.
8. Background Check/ Reference Check/ Offer Extension
   1. Human Resources will initiate a background check on the top candidate
   2. The Hiring Official will conduct a reference check on the top candidate
   3. The Hiring Official will contact the top candidate to extend an oral offer
   4. After candidate accepts oral offer, the Hiring Official will contact Human Resources, who will generate the offer letter.
   5. The supervisor or Human Resources can work with the candidate to set a start date.
9. Position Closing
   1. Once the written offer has been accepted, the Hiring Official/ Search Committee will move the Top Candidate status in PeopleAdmin to the status “Hired”.
   2. Human Resources will notify interviewed candidates who have not been selected.
   3. Human Resources will close out position in PeopleAdmin.