

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.