CSE TT Recruitment Process,
Interview and Make Offer Stages

Please also see **ABA website** and **HR PageUp Resources**

**Department Identifies Candidates to Interview**
- Department chair notifies CSE dean of the top candidates department would like to interview

**Department Identifies Candidate It Wishes to Hire**
- Department identifies its top candidate, completes reference checks, and follows PageUp Reference Guides to initiate Request to Offer in PageUp; approval routes through CSE & EOO (Loop #1)

**Chair Discusses Starting Salary and Startup Expectations with Dean: Dean Communicates with Provost Regarding Commitments**
- Chair discusses starting salary and startup expectations with Dean: Dean communicates with Provost regarding commitments

**Department Prepares Request to Offer**
- Department follows PageUp Reference Guide to complete and extend offer:
  - uploads Letter of Offer to be sent to candidate with “Offer Documents”
  - uploads Startup Grid as “Common Internal” document not to be sent to candidate approval routes to CSE

**Chair Communicates with Candidate About Details of Recommended Offer, Without Formally Offering Position**
- Chair communicates with candidate about details of recommended offer, without formally offering position

**Chair, Dean and Provost Agree on Commitment Distribution for Salary and Startup Costs**
- Chair, Dean and Provost agree on commitment distribution for salary and startup costs

**Department Drafts Letter of Offer and Startup Grid and Emails to Dean and Tonya for Review and Verification**
- Department drafts Letter of Offer and Startup Grid and emails to Dean and Tonya for review and verification

**Department Extends Formal Offer to Candidate Through PageUp**
- Department extends formal offer to candidate through PageUp

**Remember to Keep Your Department Manager Informed Along the Way!**

**Process Subject to Change as PageUp Process Evolves**