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 follows PageUp
Reference Guides for Applicant
Management and Request to
Interview, EOO reviews and
approves (committee chain notified)



Department:

- forwards PageUp notification of approval to interview to Tonya
- invites candidates and arranges visits
- contacts Admin Asst in CSE Dean's office to schedule 30 minute meetings for candidate to meet the Dean
- arranges for someone to accompany candidate to and from visit with Dean

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



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



Department drafts Letter of Offer and Startup Grid and emails to Dean and Tonya for review and verification

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



CSF:

- verifies final terms of hire in Letter of Offer and Startup Grid
- approves Request to Offer through PageUp (Loop #2)



- Provost's office uploads DEP and Moving Guide (to accompany offer) and approves Request to Offer
- Department receives notice of approval



Department extends formal offer to candidate through PageUp

CANDIDATE ACCEPTS OFFER THROUGH PAGEUP



Department

- forwards PageUp notification that offer was accepted to Tony
- initiates immigration/visa process, if necessary



Candidate completes new hire paperwork, including I-9



Department may purchase workstation, but relocation compensation/incentives may not be provided to new hire until after start date

REMEMBER TO KEEP YOUR DEPARTMENT MANAGER INFORMED ALONG THE WAY!