Position Description (PD)
- Required before search can start
- Write one or find one
- Must be approved

Job Requisition
- Approval for search to start
- Budget info - auto populates
- Must have:
  - Evaluation criteria
  - Applicant qualifications
  - Search Committee
  - Advertising preferences

Career site posting
- HR posts the job to the Mines career site as well as diversity sites and Dept. requested sites

Initial evaluation of candidates
- All Search Committee members attend training
- PASS/FAIL on minimum qualifications (optional)
- Search Committee evaluates and documents in Pageup
- Search Chair creates the ranking report and attaches it to the job requisition

Applicants create profile and apply

Applicant receives email

Update applicant status
- Search Chair informs the hiring manager of applicant status changes
- Hiring Manager changes applicant status
- System requires reason for applicants not moving on in the process

Applicant receives an email notification to accept or modify event

Hiring Manager creates events - Phone or In-Person Interviews
- Invite applicants
- Add Search Committee members as users to the event. They will have access to view and add the event to their calendar
- System requires reason for applicants not moving on in the process

Interviews
- Hiring Manager or Search Chair attaches all interview questions, notes, reference information, etc.
- Hiring Manager changes applicant status to various interview stages per Search Chair direction

Reference checks
- Reference letters may be requested through PageUp
- Hiring manager changes status to reference check & initiate letter upload request
- Hiring manager or search chair uploads all reference check documents
Recruiting and Hiring PageUp Process Flow Chart

**Complete documentation**
- Hiring Manager or Search Chair verifies all documents pertaining to the search are loaded to the job card

**Recommendation of final candidate to Department Head**
- Search Chair sends hire recommendation to Department Head
- Department Head will review final applications adn determine the final candidate for hire

**Final candidate is selected**
- Offer Card initiated with the status change and salary review
  - Hiring Manager is informed of the final candidate and changes the applicant status to pre-offer salary request. This will initiate the salary approval process on the offer card
  - Salary recommendation must go through the full approval process (HR, DH, Dean, Budget, and AA)
  - Hiring Manager receives the final salary approval email
  - Salary is approved and verbal offer is made by the Department Head or Supervisor.
  - Applicant accepts the verbal offer
  - Note: All academic affairs offer letters should only be created by the Academic Affairs office

**Formal Offer and offer letter**
- Hiring Manager or AA creates offer card to include the start date and enters salary in "Final approved salary and then creates the offer letter in PageUp
- Hiring Manager changes the applicants status to formal offer made
- Changing the status automatically sends the formal offer letter to the applicant

**Candidate accepts offer**
- Candidate accepts the offer in PageUp
- If screenings are required HR will track completion and update PageUp with completed status
- Onboarding form then sends to applicant (Recruitment process, screenings complete, or no screenings required will determine which onboarding form the candidate will receive)

**Onboarding**
- Applicant completes screenings if required and onboarding form
- Applicant receives CWID
- Applicant receives CWID
- Hiring Manager will track the completion of the onboarding form and contact the applicant if they do not complete it
- Payroll Operations uses completed onboarding form and offer card to create their CWID, and will email the CWID to the new hire through PageUp
- Applicant must hand deliver their I9 with ID's, Retirement form (PERA or ORP), Non Social Security policy, and Conflict of Interest form to HR by first day of work

**New Hire Begins Work**
- The applicant and their supervisor will continue to use PageUp to complete assigned tasks
- Applicant completes screenings if required and onboarding form
- Applicant receives the formal offer

**Applicant receives the formal offer**
- Applicant completes screenings if required and onboarding form
- Applicant receives CWID