THE HIRING PROCESS AT BALL STATE UNIVERSITY

To add or replace a position in your department, start here:

1. **Assess and define your hiring need. Will the position type be:**

   - ✓ Faculty? *(Tenure Track, Contract, Semester? FT, PT or Temporary?)*
   - ✓ Professional? *(Continuing Contract, Contract or 10-Month? FT or PT? Exempt or Hourly?)*
   - ✓ Staff? *(Nonexempt or Exempt? FT, PT or Temporary?)*
   - ✓ Service? *(Affiliated? Bargaining Unit? FT or PT?)*

   Click here to view the E-class list to help determine type of position.

2. **Discuss budgetary items with your Budget Director or the Budget Office.**

3. **For Faculty or Professional vacancies:** if there is a circumstance that the hiring need is so urgent that the timeline of a normal search is unreasonable or not possible, contact Farrah Harvey, Affirmative Action and Employee Relations Specialist, at 5-1822 or email fbharvey@bsu.edu.

4. **Determine recruitment plan for professional and faculty positions.** Identify any discipline-specific advertising sources.

5. **Initiate the request process:**
   - ✓ Faculty – complete and route the following paper forms:
     - Request to Fill
     - Justification for Hiring
     - Attach a position description and ad copy

     Click here to access forms.
   - ✓ Professional, Staff and Service - Create or modify the position description in HR-TMS (HR-Talent Management System). Approvals to post will also be obtained through the position description request. You may utilize the HR-TMS training resources found by clicking here.

6. **Posting is created.** HR will post faculty positions on the BSU web. Postings for Professional, Staff, and Service positions are created in HR-TMS.

7. **Managing Applicants:**
   ✓ Applicants for Faculty positions are received and reviewed by the department via paper or electronically and must go through the Request to Interview process. Access Request to Interview form here.

   ✓ Applicants for Professional positions are reviewed in TMS and must be moved through the Request to Interview workflow in TMS.

   ✓ Applicants for Staff and Service positions are first reviewed by HR in TMS for minimum qualifications before being released to the department for review.

      • After phone or Skype interviews are completed to narrow your selection of candidates, you are required to interview, either on campus or via Skype, a minimum of two (2) candidates. We recommend you interview 2-3 candidates. Also, please keep in mind that the interview process for candidates must be consistent. For example, if you interview one candidate via Skype, you must interview the others using this method.

   Need s**earch committee** training? Please contact Melissa Rubrecht, mrubrech@bsu.edu , to schedule a session.

8. **Offer of Employment:** Once interviews and reference checks are complete and a final candidate identified, notify HR:
   ✓ Faculty: offer of employment is extended by department and a Candidate Information form submitted to HR, which prompts a background check. A New Person Identity Form will also be sent to the candidate by HR. Click here for the Candidate Information Form

   ✓ Professional: offer of employment is extended by department and candidate is moved into "Recommend for Hire" state in HR-TMS, which prompts a

background check from HR. A New Person Identity Form will also be sent to the candidate by HR.

- ✓ Staff and Service: candidate is moved into "Recommend for Hire" state in HR-TMS, which prompts a background check from HR. A New Person Identity Form will also be sent to the candidate by HR.

9. **Establishing the employee record**:
   - ✓ Faculty: once the Candidate Information Form is received by HR, a BSU ID number will be established in Banner and the department is notified via email so that the EPAF can be created. For general information regarding EPAFs, click here.

   - ✓ Professional, Staff and Service: the department will submit a Hiring Proposal in HR-TMS. Once approvals are obtained, HR will update the hiring proposal so that it can be used to establish the employee record in Banner.

10. **Communication prior to first day**: New employees will receive information from Human Resources regarding verification for employment, parking, orientation, and a reminder to submit their original transcripts to HR.

11. **Department Welcome:** There is no better time to foster a positive work attitude than on the first day an employee joins your team. Click here for the Managers and Supervisors Toolkit.