HIRING PROCESS FLOWCHART: BENEFIT-ELIGIBLE STAFF

❑ Unit identifies new or vacant position

❑ Unit gets initial approval from VC/VP

❑ Unit & Business Manager discuss budget

Unit works with HR to determine job code and/or PCQ

Unit completes job posting form

Business Manager sends job posting form to UMSL HR

UMSL HR sends to Shared Services; draft posting is created; UMSL HR approves

Recruit Team screens, routes applicants, & communicates with hiring managers on status of pool

Job is posted

❑ (1) Unit manages pool in eRecruit

❑ (2) Unit conducts interviews

❑ (3) Unit orders SkillSurvey Reference Checks for finalist(s) via UMSL HR

Unit makes verbal offer

Business Manager sends offer information to Shared Services

Shared Services enters information into eRecruit

Recruit Team creates offer letter and sends to unit and candidate for signatures via Adobe Sign

Upon signature, Recruit Team initiates CBC

Shared Services emails pre-boarding instructions to candidate

❑ (1) Candidate completes new hire forms online

❑ (2) Candidate brings identification documents to UMSL HR

Shared Services completes hiring process and dispositions job as filled/closed