Adjunct Employment Flow Chart

DEAN

Identifies need

Identifies Need
Reviews Job posting "Adjunct for any Pierpont Location"
Reviews candidates with collaborators if needed
Sets up interviews
Interviews Candidates
Marks candidate interviewed in Bamboo
Notifies Provost review is complete

PROVOST

Credentials reviewed

Reviews candidate credentials
Notifies Dean and
Manager of Recruitment of hire name

DEAN

Notification to Admin

Dean notifies Admin of hire

Administrative Assistant for Dean

Contract created

Creates contract in Bamboo
Contract contains anticipated start date
Collects needed hire paperwork

Bamboo notifies Manager of Recruitment when contract is signed

Employee cannot start until hire date approved by the State of WV

Manager of Recruitment & Employee Relations

Hire process

Background check
Verifies certifications if needed
Creates PAF
Notifies IT, Payroll, enters into Banner
Hires in Bamboo
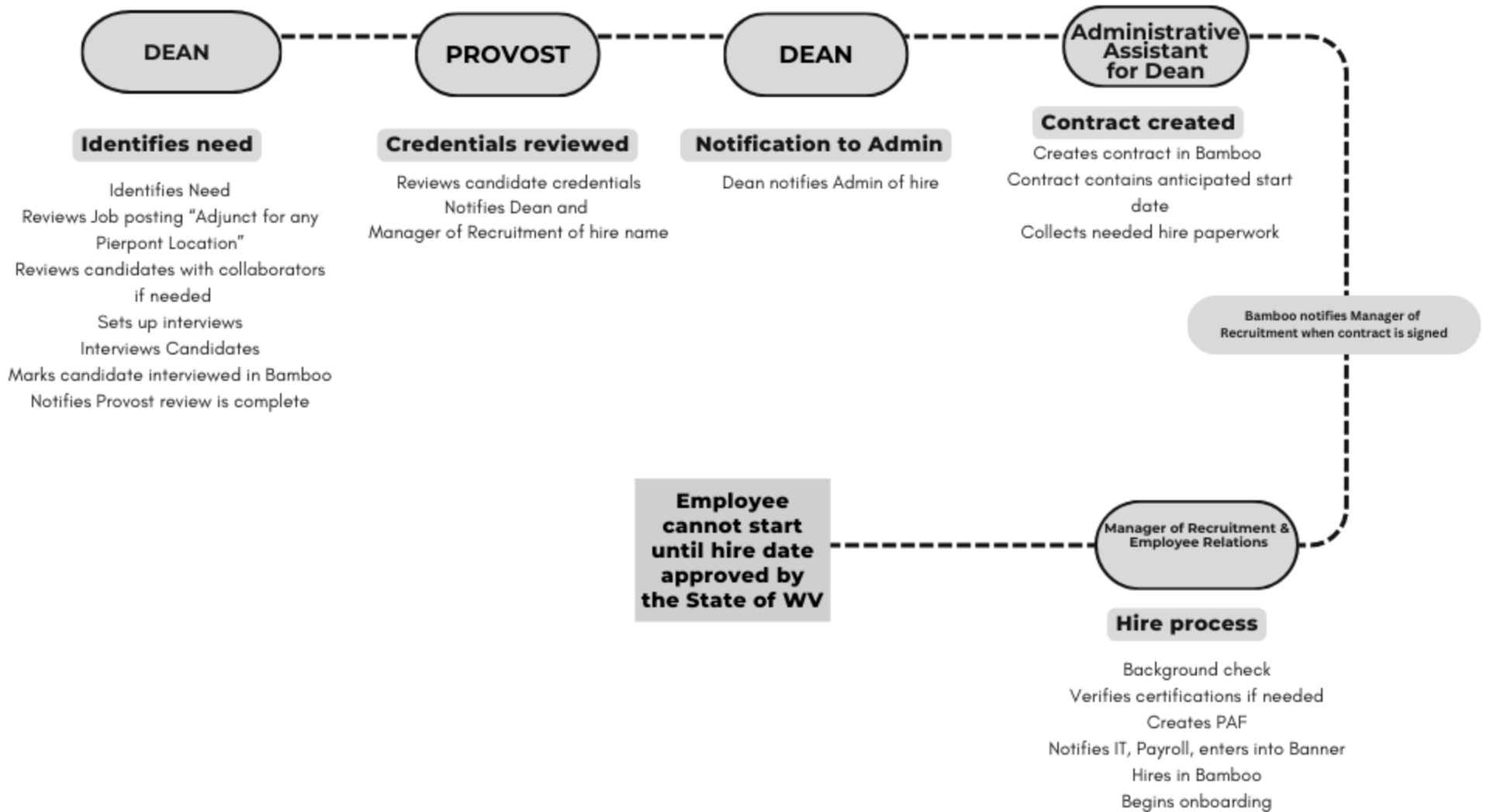Begins onboarding

Adjunct Hire Workflow

Need identified by Dean

Dean reviews job posting "Adjunct for any Pierpont Location"

Dean reviews candidates with collaborators if needed

Dean interviews candidates

Dean marks candidate interviewed in Bamboo, notifies Provost review is complete

Provost reviews candidate

Provost notifies Dean and Manager of Recruitment of hire name

Admin creates contract

Bamboo notifies Manager of Recruitment contract completed

Manager of Recruitment notifies Payroll/ IT/ Activates in Banner with faculty privileges

Employee cannot start until hire date is approved by the State of WV