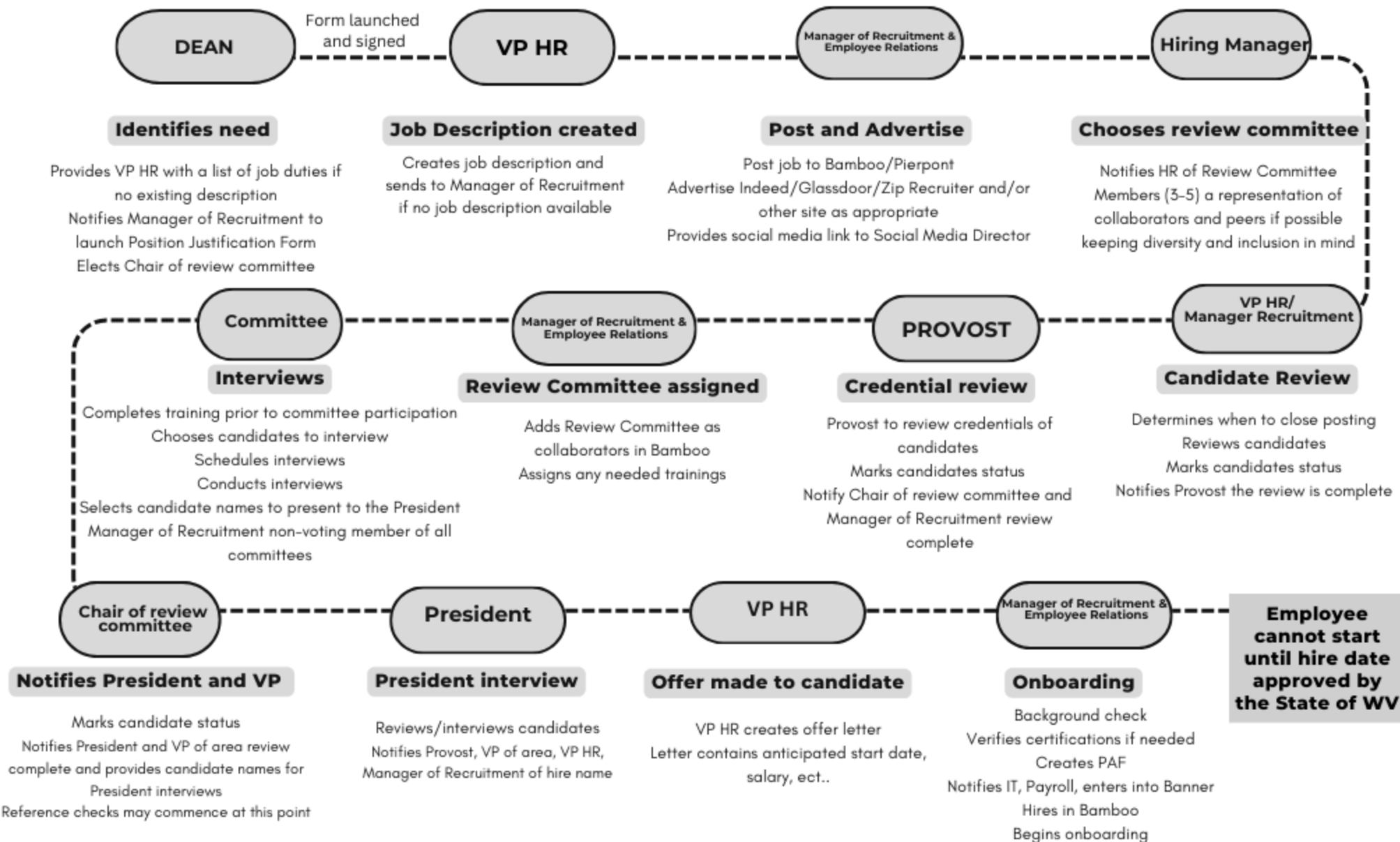


Full-Time Faculty Employment Flow Chart



Full-Time Faculty employment workflow

- Need identified by Dean / notifies Manager of Recruitment to launch Position Justification Form
- Dean provides VP HR with a list of job duties if no current job description exists
- President, Provost, and Finance provided with job description
- Form signed by Dean, Provost, Finance, President, and HR.
- Manager of Recruitment to post job to Bamboo HR. (pierpont.edu), advertise Indeed, Glassdoor (additional as requested)
- Dean elects Chair of Review Committee or serves as Chair
- Chair notifies Kimberly of Review Committee members 3-5
- VP HR or Manager of Recruitment determines when to close posting and reviews candidates, marks each candidate either “reviewed by HR.” or removes candidate from consideration with appropriate drop-down selection
- VP HR notifies Provost review completed
- Provost reviews candidates and marks each candidate either “reviewed by Provost” or removes candidate from consideration with the appropriate drop-down menu
- Provost notifies Manager of Recruitment he has completed his review
- Manager of Recruitment adds members of committee as Collaborators in Bamboo which grants access to candidate information of those who have been continued in the selection process
- Committee chooses candidates to interview, sets up interviews, conducts interviews, and selects candidate names to present to the President
- Chair marks each candidate either “Notify President of recommendation” or removes candidate from consideration with appropriate drop-down menu
- Chair notifies President and Provost they have completed their review
- President reviews/ interviews and notifies VP HR or Manager of Recruitment, Dean, and Provost of hire name
- VP HR creates offer letter containing anticipated start date
- Manager of Recruitment completes background check, verifies all certifications, creates PAF, notifies IT, enters into Banner, notifies Payroll and hires in Bamboo and begins Onboarding process
- Employee cannot start until hire date is approved by the State of WV