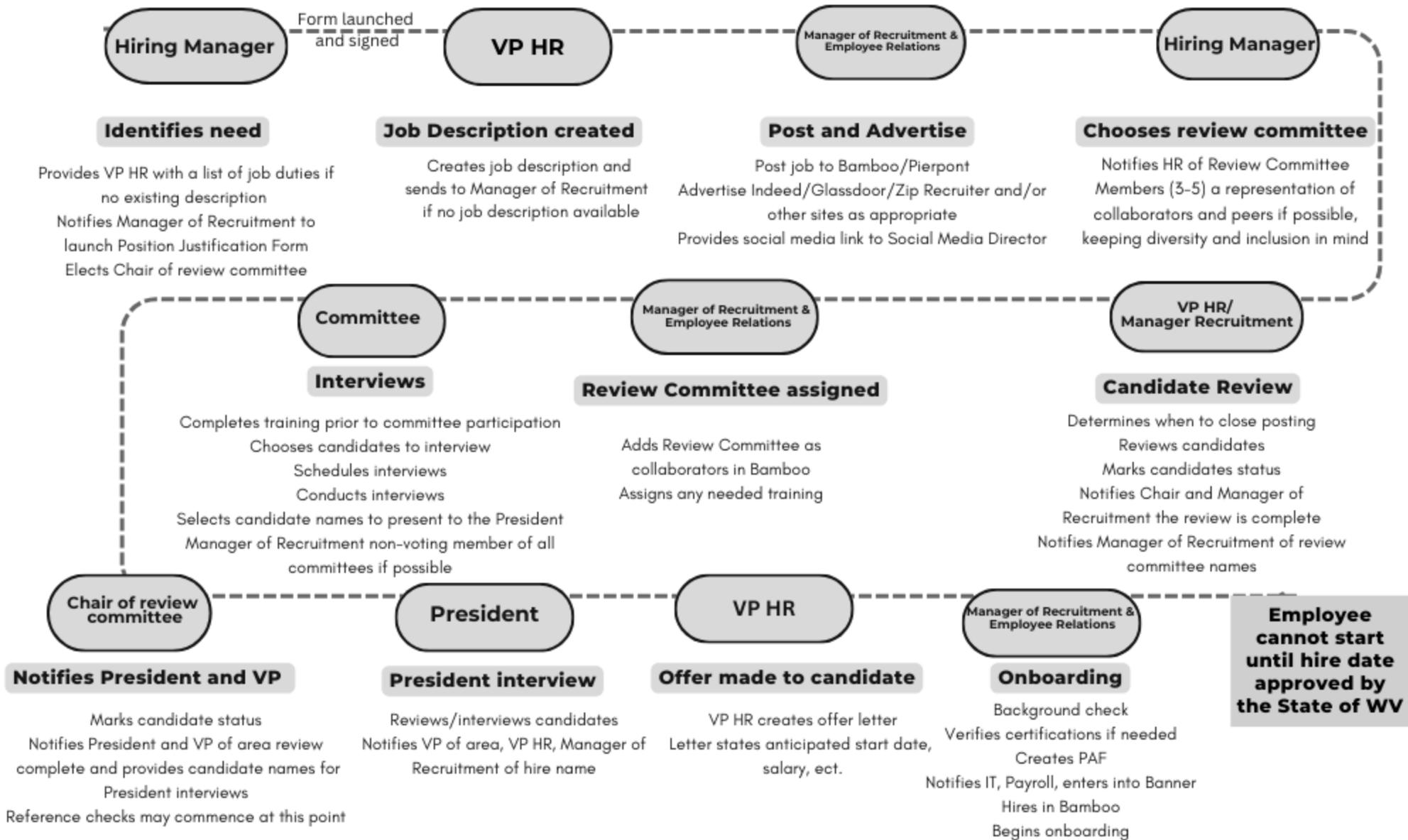


Full-Time Staff Employment Flow Chart



Full-Time Staff employment workflow

- Need identified by Hiring Manager
- Hiring Manager notifies Manager of Recruitment to launch Position Justification Form
- Hiring Manager provides VP HR with a list of job duties if no current job description exists
- VP HR creates job description
- Form signed by VP of area, VP Finance, President, and HR.
- Manager of Recruitment to post job to Bamboo HR. (pierpont.edu), advertise Indeed, Glassdoor (additional as requested)
- 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
- Hiring Manager elects Chair of Review Committee or serves as Chair
- Chair notifies HR of Review Committee members 3-5 representation of collaborators or peers if possible, keeping diversity and inclusion in mind
- VP HR notifies Chair and Manager of Recruitment he has completed his review of candidates for qualifications
- 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. Manager of Recruitment is non-voting member of all committees if possible
- Chair marks each candidate either “Notify President of recommendation” or removes candidate from consideration with appropriate drop-down menu
- Chair notifies President and VP they have completed their review
- Reference checks may commence at this point
- President reviews/ interviews and notifies VP of area, VP HR, Manager of Recruitment, of hire name
- VP HR creates offer letter, letter states anticipated start date, salary, ect
- 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 approved by the State of WV