

# New Full Time Faculty Hiring Process

## Niner Talent Applicant Tracking Module

Updated 3/24/2022

### Recruitment Process

Dean	Initiator	Approver	Equity Officer	Academic Affairs
Recruitment is authorized	Create a posting in Niner Talent and forward posting to the Approver; Send Evaluative Criteria to Academic Affairs	Reviews and Approves the posting and forward posting to Equity Officer	ADVANCE Faculty Affairs and Diversity office reviews diversity information and forwards posting to Academic Affairs	Reviews posting, adds posting specific questions and/or evaluative criteria if needed. Posts the position and forwards posting to Initiator

### Screening Process

Initiator / Search Committee	Initiator / Search Committee	Initiator / Search Committee	Approver	Equity Officer Equity Review
Initial screening of applicants, change status of applicants who do not meet minimum criteria and will not be considered further to "Not Best Qualified"	Second screening of applicants to identify a small pool of candidates that meet all criteria. Change status of applicants to "Further Consideration"	Compile short list of top candidates and identify those to be invited to campus for interviews by changing status to "Recommend for Interview" and forward posting to Approver	Review and approve candidates to be interviewed by changing status to "Approved for Interview". Forward posting to the Equity Officer for an equity review	HR review recommendations for interview for compliance and close the posting. The posting can be re-opened if needed. Once review is complete will forward posting to Initiator

### Interview Process

Title IX Approver	Initiator	Department Chair / Dean	Search Committee
Title IX Officer reviews interview recommendations for compliance and forward posting to the Initiator to schedule interviews	Begin Interviews	Make arrangements for interviews	Identify the finalist(s) to be recommended for appointment. Change status to "Recommend for Hire"

### Appointment Process

Initiator	Approver	Approver	Equity Officer Review	Academic Affairs
Begin Hiring Proposal and forward Hiring Proposal to Approver. Forward entire applicant file to the Dean	Prepare and mail Appointment Agreement to finalist(s) and then forwards complete file to Academic Affairs	Approve Hiring Proposal and forward to Equity Officer Review.	HR review finalist(s) for compliance and forwards Hiring Proposal to Academic Affairs	Approve Hiring Proposal, fill position and print off "PD-7" to forward to Position Budget Mgmt. Process new hire paperwork