

Approval Process for Hiring Administrative Staff

Communication Guidelines

Notice of Position Vacancy

1. For existing positions, incumbent employee voluntarily or involuntarily separates from EKU. Department Head receives a retirement/ resignation letter, completes Separation Notice and PAF, and sends the separation packet to Human Resources.

Approval to Fill Vacancy

2. The department head seeks approval from the AVP/VP to fill the vacant position.
3. Upon discussion with VP the AVP is given approval to post the position—providing the funds are available, the appropriate salaries and credentials are identified, and the position is strategic/critical to the unit's success.
4. The AVP/VP communicates the approval to the department head, authorizing him/her to post the position on the OES.

Submitting the position through the Online Employment System (OES)

5. The hiring official (HO/department head's office) posts on OES a position announcement for a vacant position and submits the request to the department head.
6. The HO/department head approves the posting (checking OES for accuracy) and submits the request to Human Resources for posting.
7. Human Resources verifies accuracy of submitted information on the OES and posts the position.
8. Advertisements are placed by HR in appropriate venues.

NOTE: The Employment Analyst will send via email a proof of the advertisement (to include: cost; run dates; deadlines for submission, etc). Approval of the proof from the hiring official is required before HR will run the advertisement.

Selecting A Candidate

9. Upon the close of the position from the web, the Hiring Official/Department Head/Departmental committee screen applicants and determine which candidates to interview.
10. Hiring Official/Department Head/Departmental committee conducts interviews (phone, on-campus, etc.) and checks references.
11. Department head submits candidate by OES for background check.

Obtaining Approval of Recommended Candidate

12. HR Employment submits position to EOO for candidate review.
13. EOO submits position to HR Compensation.
14. HR Compensation:
 - a. Verifies qualifications of candidate based upon submitted application
 - b. Prepares salary recommendation based on position details and candidate qualifications

- c. Sends the Salary Recommendation Form via email with a recommended salary to the Hiring official/Department Head.
 - i. If you agree with the recommendation, mark the “Hiring Official’s” section accordingly.
 - ii. If you recommend an alternate amount, mark the amount on the form and give justification.
- d. Hiring official sends the signed salary recommendation form to the Vice President.
- e. Vice President sends the approved salary recommendation form to HR.

In cases of considerable difference in the recommendations, the VP and HR will confer in order to arrive at an appropriate salary offer.

**NOTE: HR cannot move the recruitment process forward without the signed/approved Salary Recommendation Form.*

15. Upon receipt of the Salary Recommendation Form, HR Compensation forwards candidate to the AVP/VP via OES.
16. AVP recommends candidate to the VP via OES.
17. VP forwards to Financial Affairs for verification of funding via OES.
18. Upon Financial Affairs verification, position is forwarded to HR Employment via OES.
19. HR Employment sends an email to Hiring Official/Department Head providing the following information:
 - a. Approved salary
 - b. Next available Start Date
 - c. Next available Orientation Date
 - d. Attached PAF

Making An Employment Offer

20. The hiring official makes the offer to the candidate only when the above steps have been completed.

Offer Letter Templates available at: www.hr.eku.edu/forms
21. Candidate accepts the offer. (If offer is declined, contact the HR Employment Representative for this position. HR will return position return to hiring official for selection of another candidate).

Hiring Official determines which start dates will work for candidate.
22. Hiring official emails HR Employment to finalize orientation and start dates.
23. Hiring Official sends updated PAF to Human Resources.
24. The candidate is hired. (Success!)

Finalizing the Employment Process

25. Upon receipt of the PAF, Human Resources sets up new employee in banner.
26. HR sends the new employee a welcome packet via mail.
27. New employee completes employment paperwork on his/her designated Payroll Election date (on or before first day of employment).
28. New employee attends orientation on his/her designated date.