### Position Description
- Position Approved
- HR consultant creates the job requisition, adding in Search Committee Chair to the search committee role and the search committee to the Hiring team role and TA Consultant(s)

### Post Job Requisition
- Talent Acquisition Consultant posts the position in Workday within 24-48 hours of receipt and notifies search committee chair of posting
- Positions are automatically posted to Inside Higher Education (refreshed every 24-48 hours) and will remain on Inside Higher Ed while accepting applications in Workday
- Positions are automatically uploaded to Higher Ed Recruitment Consortium (HERC)
- Talent Acquisition posts position in Academic Jobs Online (ad only)
- Talent Consultant provides job aids to search committee (e.g. disposition spreadsheet, interview questions, etc)

### Outreach
- Search committee determines additional external outlets to post position
- Search committee may coordinate with Talent Acquisition Consultant to place ads with external vendors

### Manager Review
- Search Committee team members review applications to ensure minimum qualifications are met
- For some searches this may occur while letters of recommendation are being accepted
Letters of Recommendation – when requested at the beginning of the search process

- Talent Acquisition Consultant moves candidates to “reference check stage” in Workday in order to collect letters of recommendation.
- Applicants receive automated email in Workday In box indicating how to add contact information for writers of letters of recommendations.
- Applicants with letters of references in Interfolio may enter the Interfolio email address and their letters will automatically upload to Workday.
- Talent Acquisition monitors the receipt of references and contacts candidates if references are not received.
- Once all references are received, Talent Acquisition moves the candidates to Screen stage in Workday.

Letters of Recommendation – when requested after a review of candidates

- Search committee chair provides Talent Acquisition Consultant with list of candidates to move to Reference Check.
- Talent Acquisition Consultant moves candidates to “reference check stage” in Workday in order to collect letters of recommendation.
- Applicants receive automated email in Workday In box indicating how to upload recommendations.
- Applicants with letters of references in Interfolio upload the Interfolio email address and their letters will automatically upload to Workday.
- Talent Acquisition manually adds references from internal candidates to the attachments section of the candidate profile.
- Talent Acquisition monitors the receipt of references and contacts candidates if references are not received.
- Once all references are received, Talent Acquisition moves the candidates to Screen stage in Workday.
Disposition Codes

- Prior to an offer being made, search committee provides Talent Acquisition with completed disposition spreadsheet
- Talent Acquisition reviews and verifies disposition codes and enters into Workday
- Talent Acquisition notifies HR Business Partners once complete

Offer

- HR Business Partner creates offer letter and sends outside of Workday

Hiring Process

- Talent Acquisition partners with Relocation Consultant to track relocation and support hire process
- Talent Acquisition moves candidate to ready for hire in workday, enters relocation details and closes requisition