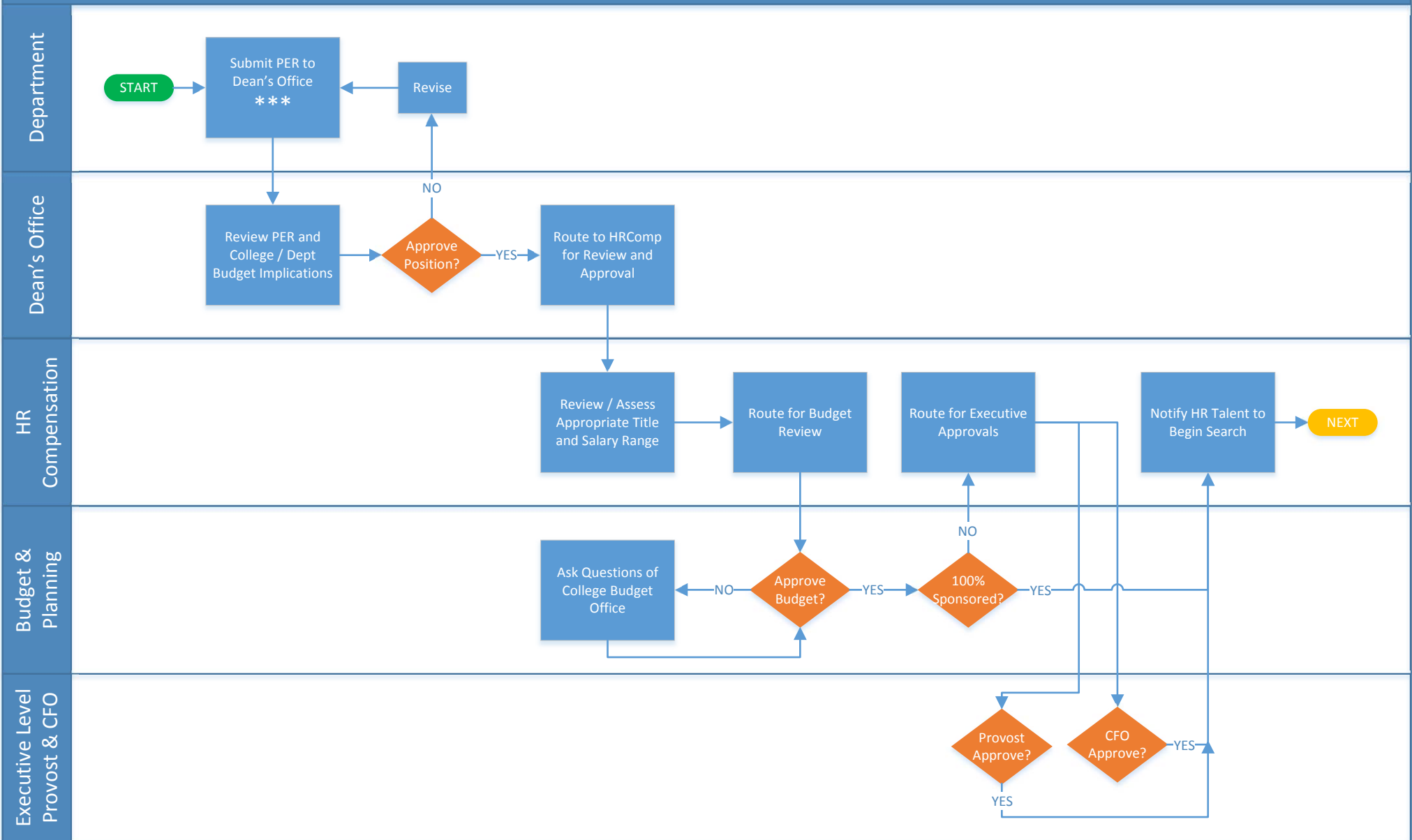


Regular Staff – Search and Hiring Process (part 1)

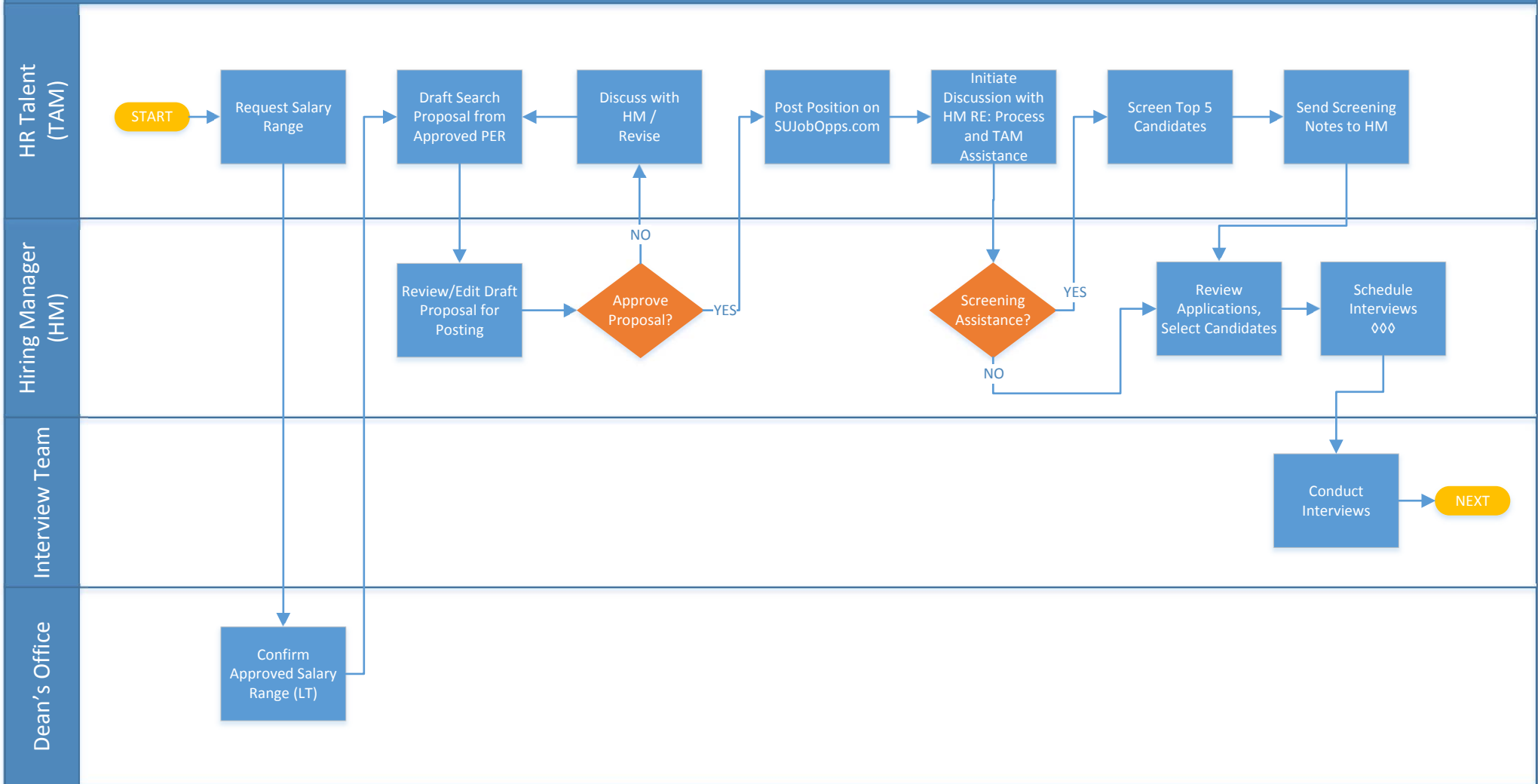
Request to Search Process



*** All regular staff positions (excluding Research/Teaching Post-docs and Research Associates) require a Position Evaluation Request (PER). The College has standard PERs for some staff positions. Please check with Beth Wagner **before drafting/submitting a PER** for any staff position.

Regular Staff – Search and Hiring Process (part 2)

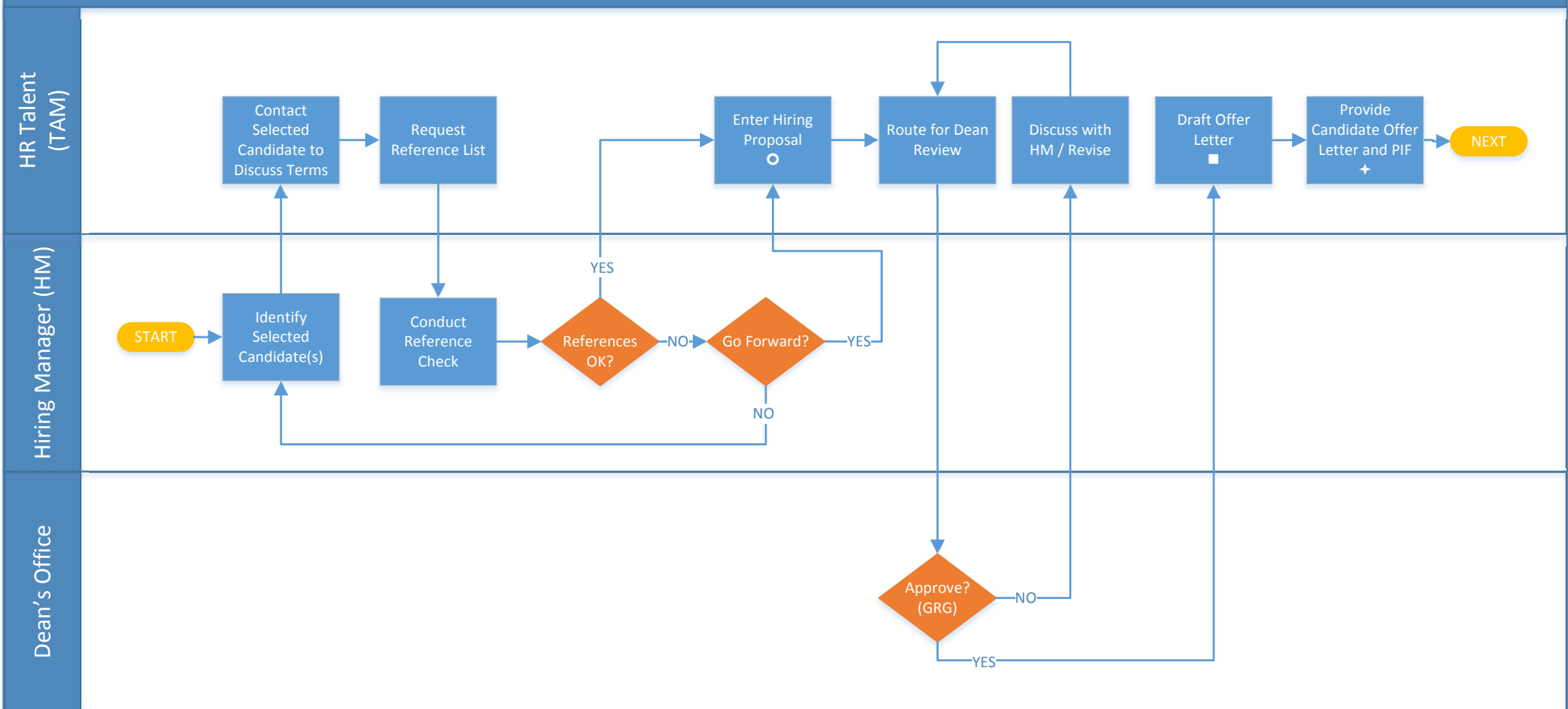
Search Posting Process



$\diamond\diamond\diamond$ TAM can provide parking pass for candidate interviews as necessary

Regular Staff – Search and Hiring Process (part 3)

Offer Process



○ TAM will provide Hiring Proposal template to HM to complete; Hiring Proposal will be entered from HM draft.

■ TAM will provide draft of offer letter to HM to approve prior to distribution to candidate.

★ TAM will call Candidate and extend verbal offer; will send written offer and Personal Identification Form (PIF) via email directly after phone conversation.

Regular Staff – Search and Hiring Process (part 4)

Hiring Process

