Staff Hiring Process

SPMF

Hiring unit creates job description, contacts the Dean's Office for approval	Dean's Office reviews and submits to Human Resources	HR levels the position, approves the title & salary range	Dean's Office notifies hiring unit when position has been approved	Dean's Office shares a copy of the SPMF with the hiring unit

Posting

Dean's Office creates a job positing.	Posting is submitted to Human Resources.	Position is live on jobs.nd.edu

Recruiting

Dean's Office meets with ND HR consultant to discuss sourcing/recruiting.	Dean's Office pulls in hiring unit as needed.

Diversity Screen
Exempt positions only

Dean's Office downloads all applications for review once posting closes.	Dean's Office creates a tracking spreadsheet, shares all application materials with hiring unit	Hiring unit selects candidates for first round interview. Sends list to Dean's Office	Dean's Office sends list of candidates to HR consultant for diversity screen.	Dean's Office notifies hiring unit whether or not diversity screen is passed.

First Round Interviews

Posting closes; Dean's Office downloads applications & share with the hiring unit.	Dean's Office and Hiring unit meet to determine who will be invited for first round interview.	Dean's Office schedules interviews via Zoom	Dean's Office and Hiring unit conduct 30 minute zoom interviews with candidates	Hiring unit selects candidates for internal interviews	Dean's Office releases candidates who are not moving forward to internal interviews.

Internal Interviews

Hiring unit schedules and conducts internal interviews	Finalist selected.	Hiring unit contacts Dean's Office for salary approval.	Dean's Office approves salary before the offer is made.	Hiring unit conducts reference check.

Offer

Hiring unit extends verbal offer to candidate.	Hiring unit notifies Dean's Office of candidate's acceptance, including salary, start date.	Dean's Office sends formal offer letter to candidate.	Dean's Office shares countersigned offer letter with hiring unit	Hiring unit sends personal declines to candidates invited internal interviews.	Dean's Office initiates hiring process & releases all remaining candidates