

New Hire Process For Staff

Part 1 – Posting and Interviewing (Taleo)

All positions must be built into the budget before position descriptions are created and postings occur.

- I. **Creating Taleo Job Postings (Requisitions)** – Each job posted on Taleo must have a position description that matches the job description in the Taleo posting. Human Resources can assist with the process of creating a position description, if needed. The Taleo job posting is created and submitted to Human Resources, who audits the posting and forwards it for approval.
 - If approved, the position must remain posted on-line for a minimum of five (5) full business days, but no longer than ninety (90) days.
 - Once the position is approved and posted, all changes must be submitted through HR (Traci Anter).
 - If rejected the hiring manager will be notified and he/she must discuss the rejection with the person who rejected the posting.
- II. **Selection of Candidates** - Once the search committee/hiring manager is ready to begin the selection and interview process, it is recommended that the job be unposted from the website. Please contact HR (Traci Anter) to request the posting be taken down. This will prevent more candidates from submitting their applications. The position can be re-opened for additional applicants, if the interview process needs to begin again, but this must be done within 30 days if necessary.
- III. **Conducting Interviews** - The search committee/hiring department should review all candidates and conduct interviews. During this process, the hiring manager should update progress of candidates in Taleo, using Next Steps (Req.) column in Candidate View
 - Once the decision has been made, as to which candidate is the most qualified, and the best match for the position, please follow the steps outlined in Part 2. Coding rejected candidates and closing the posting must still be completed.
 - If offer is refused, code the candidate accordingly and proceed to the next most qualified candidate. If there are no other qualified candidates, or a decision is made to revise the job description and re-post, please code remaining candidates accordingly.
 - If the position needs to be reposted to the website, please contact HR (Traci Anter) for guidance.
- IV. **Coding Rejected Candidates and Closing the Posting** – The hiring manager must code Not Selected/Not Minimally Qualified candidates.
 - When coding a candidate as Not Selected/Not Minimally Qualified, you will be required to select a requisition-specific reason for rejection, and comment if appropriate.
 - There is a check box to “Send rejection email to candidate (View Email Template)”. Checking that box allows Taleo to automatically send a personalized email to the rejected candidates notifying them they were not chosen for the position. The standard template comes up, but you can confirm and/or select an alternative template more specific to the rejection reason on the next screen (there are several versions available). The email will auto populate with appropriate information. **IMPORTANT: please use the drop down arrow in the From box to select “Campbell University Human Resources” <donotreply@invalidemail.com>. Otherwise, the email will be sent from your email address and candidates may then contact/reply to you upon receipt of this notice.**
 - *It is important to notify candidates, not selected, of their status.* This can be done as soon as their resumes and applications are reviewed, or once it is determined they will not be considered to move forward in the process. It is a professional courtesy, and circumvents a lot of phone calls and email inquiries to HR, the department or college as to the status of rejected candidate’s application.
 - If someone is invited to a phone or in person interview, but not hired, it is preferable they are sent a more personalized email. There is an appropriate rejection template in Taleo, or HR (Traci Anter) can provide one that can be customized.

- **IMPORTANT:** If the position was posted to outside sources and the posting has not expired, please remember to notify entity to pull the advertisement of this position from their publication/website/job board.

Part 2 – On Boarding a New Hire

- I. **Completing of New Hire Process in Taleo** – Once the hiring manager decides on the candidate they wish to hire in Taleo and have completed all sections in Part 1, the on-boarding process must be completed.
- II. **Submission of a New Hire Request (NHR) form** - The hiring manager will go online to Campbell's HR website and go to Forms for Hiring Managers. Once there, select the link to Request of New Hire Form (NHR) and complete all required information. For all other changes to existing employees, you must use the **Change in Employment (CIE)** form.
- III. **Approval Process** - The NHR goes through the approval process, which consist of the Department Head, HR Director, and the VP for Business and Treasurer.
 - If the NHR is rejected, the hiring manager will be notified and he/she must discuss the rejection with the person who rejected the request.
 - If the NHR is approved, the hiring manager may proceed with the job offer
- IV. **Job Offer** - Once the NHR is approved, HR (Amy Emory) will inform the hiring manager and the hiring manager may then contact the candidate to make an offer, contingent upon clearing a background check. A tentative start date can be agreed to at this time, but final clearance should be received from HR before a final start date is set.
 - If the offer is made and the candidate makes a counteroffer, the hiring manager must resubmit a new NHR for approval, making a note that the new NHR is being submitted due to a counteroffer and what the new request, such as a higher starting salary, is. If the counter offer is approved, the hiring manager will contact the candidate.
 - The hiring manager notifies HR (Amy Emory) that the candidate has accepted the position and sends the required information (full name, and a confirmed email address), to process the background check to hr@campbell.edu.
 - The hiring manager sends an offer letter to the new hire through Taleo. This step can be completed at the same time HR completes the background check. The offer letter is signed by the new hire and returned to HR (Amy Emory). All signed offer letters, not sent directly to Amy Emory in HR, should be forwarded for inclusion in the new hire's personnel file.
- V. **Background Check and Completion of On-boarding** – HR (Amy Emory) emails the new hire (background check, section 1 of form I-9, benefits information link, etc.)
 - Once the background check is complete, HR (Amy Emory) notifies the hiring manager that the background is clear and confirms a firm start date.
 - The hiring manager goes to Forms for Hiring Manager located on Campbell's HR website and completes a Create/Update User Account form for submission to Computing Services. This will create and email and systems access for the new hire .
 - HR (Amy Emory) will setup an appointment with the new hire in order to complete required paperwork and review benefits, if applicable.