RECRUITING FLOWCHART

Obtain Initial Approval
- Provide your Divisional leader with information about the position you wish to fill (title, job description, account number, search committee, the target hiring pay (see HR for assistance if needed), and rational for filling the position).
- If extended authority to proceed, move to next step.

Develop Ad
- Develop your employment ad from the job description. Contact HR (if needed) to obtain current job description. The Job Posting Request form is available on the Forms page.
- Staff positions may be continuously recruited; it is not necessary to delay candidate screening until a certain date.
- Recommend transparency with pay either in the ad or at the time of the first candidate screening. This can save you a lot of time!
- To initiate the job posting, submit the Job Posting Request Form & current Job Description to Human Resources (hr@roanoke.edu).

Authorization to Recruit
- HR will create the ad in JobScore and route for approvals. Your position will be posted once all parties have approved.
- HR posts to over 50 job boards, including LinkedIn and Indeed. Higher-level positions may be posted on HigherEdJobs. Other postings are the responsiblity of the hiring department.
- Use JobScore to communicate with your search team, manage candidates, schedule interviews, and keep your search organized. If you need assistance with interview questions, activities or other related items, please contact Human Resources.
- Hiring manager should check references before making a final decision to extend a job offer.

Job Offer
- Once hiring team has reached a concensus, the hiring manager makes the job offer to the candidate, negotiates pay, perks, and start date. Most people give a notice and the hire date is 2 weeks or more out, which gives HR time needed for pre-employment processing. A minimum of 5 business days is required.
- Complete a New Hire Personnel Action Form (PAF) found on the Forms page and route for approval.
- Approved PAF is received in Human Resources. HR begins background check and prepares the offer letter. Notifies internal departments of incoming hire (IT, Finance, Campus Safety, etc). Those departments will reach out to you as needed.

Employment Begins
- Forward any recruiting documentation that is not in JobScore to Human Resources to be retained per record retention guidelines.
- On their first day of work, your new hire will be scheduled with Human Resources to have a HR and benefits orientation.
- They will be scheduled for a 2 hour IT, HR and diversity orientation to be held at a later date
- Orient your new hire to campus, their job, etc. See the Campus Safety website for instructions on obtaining their Maroon Card, parking pass, and any keys needed.