

Initiates posting and submits to Budget Unit Director for review.  
Reviews candidates recommended by the Search Committee Chair for Campus Interview.  
Reviews Finalist(s) chosen after interview process.  
Initiates hiring proposals for new finalist recommended for hire.  
Forwards hiring proposals on to the VP for approval.  
After review from HR Director make verbal offer to final candidate.  
Forward to HR Recruiter once offer accepted.

Reviews and approves budget and funding sections on actions.  
When necessary, can initiate job postings.  
Forwards posting onto the HR Recruiter or returns to Dept Chair/Hiring Manager depending on the availability of funding.

Review applications, conduct phone and on-campus interviews, appointed by th Hiring Manager.  
Review applications, assess candidates against minimum and preferred qualifications.

Dispenses applicants throughout the review process.  
Conducts phone interviews with the Search Committee.  
Chair and committee contacts applicant references.  
Moves Finalist (s) through work-flow to Dept. Chair/Hiring Manager

Approves hiring proposal actions submitted by the Dept Chair/HM.  
Grants approval and submits proposal to the HR Recruiter for initial review.  
Can view postings in their department.

This user type is given to individuals serving as search committee members who are not employees of the University.  
Same responsibilities as search committee members.  
If utilized by the Dept Chair/HM in the posting, Guest Users will receive a Username and Password by email once the Posting has been approved and opened.