

REQUEST TO FILL COMPLEMENT POSITIONS

- ▶ Supporting Documentation:
 - Justification
 - Job Description (Administrative/Support Staff Positions)
 - Draft Advertisement
- ▶ Approvals/Review
 - Hiring Manager
 - Immediate Supervisor
 - Dean/Director
 - PEC Member
 - Human Resources Services Budget Officer
 - Human Resources Services Director
 - President
- ▶ Requests for new complement positions require Budget Committee and Presidential approval prior to being sent to Human Resources Services.

POSTING PROCESS

- ▶ Internal (Intranet/Posting Boards)
- ▶ External (Internet/Newspaper)

APPLICATION PROCESS

- ▶ Competition file maintained by Human Resources Services
- ▶ Provided to the Hiring Manager when competition is closed

SELECTION PROCESS (Overseen by Hiring Manager)

- ▶ Selection Committee composition
- ▶ Selection guidelines – provided by Human Resources Services
- ▶ Short Listing
- ▶ Interviewing
- ▶ Committee recommendation
- ▶ Manager's recommendation

RECOMMENDATION FOR APPOINTMENT

- ▶ Manager prepares Submission for Appointment documentation
 - Application
 - Criteria/Ratings
 - Recommendation
 - References
 - Selection Process
- ▶ Two levels of approval required on submission
- ▶ Copy sent to appropriate PEC member for information only
- ▶ Human Resources Services review and verification process
- ▶ Final approval from:
 - Director, Human Resources Services
 - Vice President, Student Life and Human Resources
- ▶ Human Resources Services advises manager of final approval

APPOINTMENT

- ▶ Manager makes official verbal offer
- ▶ Human Resources Services prepares appointment letter for Vice President's signature
- ▶ Candidate accepts in writing
- ▶ Human Resources Services sends letters of refusal to unsuccessful candidates
- ▶ Candidate reports for duty to Human Resources Services