

# HR Hiring Process Summary

HIRING MANAGER

## Position Creation

Hiring Managers submit a position requisition (F1) through SelfServe for necessary fiscal approval. Information required depends on type of position.

### Fiscal approval

#### Hospital funded positions:

Position Control Committee (PCC) approval is required. Some positions may require a committee review.

#### Campus funded positions:

Fiscal approval provided by your account owner and the VP of Finance.

Avg time: Up to 12 business days after submission

HUMAN RESOURCES

## Position Review & Posting

### Position review:

Human resources will initiate a position review before assigning recruiter. Position dependent, the review may be more time intensive.

Avg time: Up to 10 business days

### Position Posting:

The assigned recruiter will work with the hiring manager on the job posting. Hiring Managers will have the opportunity to review before the job is posted.

### Posting length:

The time period a position must be posted is determined by the bargaining unit or affiliation.

HIRING MANAGER

## Interview Candidates

Hiring managers are responsible for setting up interviews and interviewing eligible candidates. For certain classified service positions, pre-screening of applicants needs to take place per bargaining unit and NY civil service requirements.

## Full HR Hiring Guide

Go to link or click below:

<https://adobe.ly/4bLx5Z9>



HIRING MANAGER

## Select Candidate

Hiring managers are responsible for updating the status of candidates interviewed in the Online Employment System. Department Selection must have their status changed to "Interviewed - Department Selection" for next steps.

### ODEI approval (UUP, M/C & Some RF positions ONLY)

After department selection, hiring managers will need to upload *Documentation of Search* documents to the Online Employment System. The office of diversity, equity and inclusion (ODEI) approval is required before an offer can be provided.

Avg Time: Up to 2 business days

### Candidate review

Department selection will prompt your recruiter to review the candidate to check for minimum requirements, application updates, determines salary and checks references. Your recruiter will reach out to Hiring Manager to review.

Avg Time: Dependent on references and/or candidate

HUMAN RESOURCES

## Offer & Onboard

### Offering Candidate:

Once candidate is cleared to move forward, your recruiter will inform you so a verbal offer may be provided to the candidate. Upon acceptance, your HR onboarder will reach out to the candidate.

### Onboarding Candidate:

Your HR Onboarder will schedule the pre-employment health assessment, and work with the candidate on completing pre-hire paperwork, CBI, drug screening and schedule for NEO.

Avg Time: Dependent on Employee Health Office and candidate