

## Michigan Technological University Faculty Employment Process Checklist

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1. **Complete Form I : Position Authorization Form (Blue Memo) -**  
(<http://www.admin.mtu.edu/hro/forms/posauthformjuly07.pdf>)  
Seek proper approvals through Dean/Director level and send form to Human Resources.
2. **Complete Form II: Advertisement Approval -** (<http://www.admin.mtu.edu/aao/FacultyHiringForms.pdf>)  
Review Recruitment Strategies for a Diverse Workforce
3. **Form a Diverse Search Committee –** (<http://www.admin.mtu.edu/aao/HGcontents.pdf>)
4. **Write the Job Description –** (<http://www.admin.mtu.edu/aao/HGcontents.pdf>)
5. **Job Posting/Advertising**  
Send to the Affirmative Programs Office for review and approval of ad copy.  
Complete Purchase Requisition Form and send to Purchasing with ad unless, using the purchasing card.  
Advertise and Recruit as appropriate for position
6. **Equal Employment Opportunity Self Disclosure Form**  
Send email addresses of all candidates to [rmjuntun@mtu.edu](mailto:rmjuntun@mtu.edu) or mail an EEO form to all candidates.
7. **Prescreen applicants**  
Review Applications and Start AFL  
Refer to the Hiring Guide for appropriate reasons for not selecting candidates
8. **Complete Form III: Interview Approval -** (<http://www.admin.mtu.edu/aao/FacultyHiringForms.pdf>)  
Send the names of all applicants to [rmjuntun@mtu.edu](mailto:rmjuntun@mtu.edu).  
Interview Committee Information – (<http://www.admin.mtu.edu/hro/forms/interviewcommitteeinfo.pdf>)  
Interview Preparations  
Conduct Interviews
9. **Candidate Selection**  
Conduct reference checks, as needed.
10. **Complete an Applicant Flow Log and Form IV: Final Selection -**  
(<http://www.admin.mtu.edu/aao/FacultyHiringForms.pdf>)
11. **Forward the faculty hiring packet through channels to HR-Faculty Personnel –**  
(<http://www.admin.mtu.edu/admin/prov/hiring/newhire.htm>)

**12. Make Offer**

After the Appointment Recommendation has been approved by the President, send the letter of tender to the candidate.

**13. Confirm Details of Offer**

Salary

Start Date

**14. Legal Paperwork**

New Employees should report to the Human Resource Office before their first day of work to complete paperwork.

**15. After an offer of employment has been accepted, notify candidates interviewed (but not selected)**

If the candidate declines the offer, please forward this information to the Affirmative Programs office and Human Resources - Faculty Personnel.

Change of Status Recommendation – The following process is used when making a change to a current faculty contract or when extending an Academic Faculty Appointment to a current MTU staff member.

(<http://www.admin.mtu.edu/admin/prov/hiring/status.htm>)