

**Michigan Technological University
HUMAN RESOURCE EMPLOYMENT PROCESS**

<p>1. <u>EMPLOYMENT REQUISITION</u> →</p> <ul style="list-style-type: none"> ▪ Forward to HR office with approvals through the Dean/Director level. ▪ HR will obtain appropriate Vice President approval. 	<p>2. <u>JOB DESCRIPTION</u> →</p> <ul style="list-style-type: none"> ▪ Consult with Human Resource office to review needs and level. 	<p>3. <u>POST</u> →</p> <ul style="list-style-type: none"> ▪ Bargaining Unit (bulletin boards) ▪ Tech Topics ▪ External (Ads need review by HR and AA) ▪ Job Line 	<p>4. <u>FORM SEARCH COMMITTEE</u> →</p>
<p>5. <u>BID LIST</u> →</p> <ul style="list-style-type: none"> ▪ Internal vs External (bargaining unit positions). ▪ Disclosure forms to external applicants (AA). 	<p>6. <u>PRESCREEN</u> →</p> <ul style="list-style-type: none"> ▪ Applications prescreened by Human Resources (HR) and referred to department. 	<p>7. <u>INTERVIEW PREPARATION</u> →</p> <ul style="list-style-type: none"> ▪ Department notifies HR of applicants to be interviewed. ▪ Department sends questions to HR for review. 	<p>8. <u>AA CHECKPOINT</u> →</p> <ul style="list-style-type: none"> ▪ AA may contact department to discuss interview list.
<p>9. <u>DEPT. INTERVIEWS</u> →</p>	<p>10. <u>SELECTION OF CANDIDATE</u> →</p> <ul style="list-style-type: none"> ▪ Reference checks ▪ Department sends AA record to AAO (non-bargaining unit). ▪ Documentation on choice and non-selected candidates. 	<p>11. <u>APPROVAL PROCESS</u> →</p> <ul style="list-style-type: none"> ▪ AAO & HR approve hire. 	<p>12. <u>NOTIFY DEPARTMENT</u> →</p> <ul style="list-style-type: none"> ▪ Confirm details of offer (salary, shift, start dates, probation).
<p>13. <u>MAKE OFFER</u> →</p> <ul style="list-style-type: none"> ▪ Exempt: Call/send letter of tender. ▪ Non-exempt: HR makes offer. 	<p>14. <u>LEGAL PAPERWORK</u></p> <ul style="list-style-type: none"> ▪ New employee reports to HR on/before first day of work to complete paperwork. 		