Staff Hiring Process (External)
This document is not intended for ECs, GA, FA, LE, or LL positions

Replacement or Backfill:

1. The employee submits a resignation letter to the hiring manager.
2. The hiring Manager informs HRBP that the resignation has been accepted.
3. The HRBP sends approval for the resignation (BERP) to notify payroll, HR Operations(PAFS), and HR Compensation.
4. The HRBP pulls PCA from BOE to get the position backfilled and mocks PCA
   a. Cross out the incumbent's name and EID
   b. Reason for position change: adding the reason for position change, which should include who formally held the position and their last day worked.
5. The HRBP signs and sends the approved PCA to the Hiring Manager to obtain signatures.
6. The Hiring Manager (HM) captures appropriate signatures from the Dean/VP or Executive signature.
   a. Budget Signatures are required on **all** PCAs
   b. If grant funding is required, an additional signature is needed for Grants Accounting.
   c. Vice President or Dean of the Department
   d. Executive signature for Staff Rhonda Longworth or Jim Carroll override signatures and can be accepted with their signature only (*CHRO can sign PCA in the absence of Associate Provost and Provost)*
      i. (Executive signatures do not negate the requirement for a Grants Accounting signature when the position is grant-funded).
      ii. Those who report through the Provost Office can obtain Rhonda Longworth's or Jim Carroll's signature.
      iii. Those not reporting to the provost or president must capture their VP or Dean.

Signatures for PCA Approval:

Academic Student Affairs (ASA) - Signatures/Approvals	President	All other Divisions
Budget Office	Budget Office	Budget Office
Grants Accounting (if grant-funded)	Grants Accounting (if grant-funded)	Grants Accounting (if grant-funded)
Dean or Director	N/A	Director or Hiring Manager

Vice President of the Department	President	Executive Council Member
Executive: Brett, Rhonda, or Jim	N/A	N/A

Hiring:

7. The Hiring Manager Creates a Requisition in PageUp and attaches the *approved* PCA with the required signatures.
    a. EMU Staff
8. The Requisition is approved through the Provost or President's Approval Flow.
    a. List EMU Staff or ASA workflow.
9. The Talent Coordinator posts the *approved* Requisition in alignment with the posting requirements
10. Applicants apply to the position through PageUp.
11. The Hiring Manager Reviews candidates and places selected candidates in the Committee Review.
12. The Hiring Manager dispositions candidates to their appropriate status *(i.e., Committee Unsuccessful)*
13. The Search Committee reviews and ranks all candidates
14. The Hiring Manager and Search Committee hold a meeting to review the candidates to determine who they want to interview
    a. The Hiring Manager/Search Committee Chair sets up a First-Round Zoom Interview for candidates
    b. The Hiring Manager disposition candidates that are not selected for the interview
15. The Hiring Manager/Search Committee Chair holds First-Round Zoom interviews with candidates
16. The Hiring Manager and Search Committee hold a meeting to determine their final candidate

---

Offer:

17. The Hiring Manager dispositions the selected candidate to the Hiring proposal *(launch offer card)*
18. The Hiring manager fills out the Hiring Proposal form in PageUp
19. The HRBP, HR Compensation, and TA Coordinator review and approve the hiring proposal sequentially.
20. The TA Coordinator sends an approved hiring proposal email to the Hiring Manager and cc's the HRBP.
21. The Hiring Manager gives a verbal offer to the selected candidate via phone.

22. The Hiring Manager emails the HRBP and TA Coordinator to confirm the selected candidates' response (i.e., Accepts, Counteroffer, or Declined).
    a. If a selected candidate makes a counteroffer:
        i. Compensation: Look at internal equity
        ii. Budget: Makes recommendations if additional funding sources are available.
        iii. CS/CP/FM/PS are not eligible for counteroffers. The Hiring Manager will move to the next candidate
        iv. For Grant-funded positions, the Hiring Manager will obtain Grants Accountings' recommendation
        v. If over the maximum budget on PCA
            1. CHRO will engage CWP for additional approval
            2. Budget: will review and update the new amount in the system

Candidate Outcomes:

Candidate Accepts Offer	Candidate Counter-Offer	Candidate Declines
Hiring Authority emails Talent and HRBP with the confirmed start date	Hiring Authority emails Talent and HRBP that the candidate has made a counteroffer - HRBP will then determine if the counteroffer is appropriate (by going to HR Compensation and CHRO for approvals) **AP/PT - Eligible for counteroffers with required approvals* **CS/CP/FM/PS - Not Eligible for counteroffers*	If declined, the hiring manager will go to the next candidate. **If there are no candidates, it will be a failed search, and a new search can be started*

23. Talent Coordinator moves the candidates' status to a verbal offer with a tentative start date.
24. TA Coordinator sends an offer letter to the final candidate
25. The candidate reviews and signs (accepts) the offer letter via the PageUp portal.
26. The TA Coordinator receives an email notification of candidates' acceptance.
27. The TA Coordinator sends an HR Operations email cc'd to the Hiring Manager and HRBP requesting the Background Check be initiated.
28. The TA Coordinator informs the Hiring Manager that the handoff with HR Operations has taken place. The Hiring Manager should work with HR Operations for Onboarding.
29. HR Operations will notify the Hiring Manager that the background has been completed; if cleared, the Hiring Manager will disposition the remaining candidates in PageUp to their

appropriate applicant status once HR Operations confirms that the selected candidate has passed their background check.

30. The TA Coordinator will mark the requisition as filled and close the requisition.