

## STANDARD POSTING FOR A POSITION

Screening Committee is appointed and selection criteria and recruitment strategy are defined.

In PeopleAdmin create a posting from Position and complete the ADA form. Submit to Human Resources for approval.

Job postings submitted to Dean/Supervisor and appropriate VP for approval.

Position is advertised for 14 days.

Application materials are received at <http://jobs.weber.edu>

Rate the applicants using ARS\* and apply preferences\*\*.

PAR is prepared by hiring authority and completed PAR is submitted to Human Resources.

Selection is approved by AA/EO Director, appropriate VP and Human Resources.

A conditional offer is extended. If offer is accepted, candidate must come to Human Resources to be fingerprinted for criminal background check.

If results of criminal background check are satisfactory a firm offer is made and first work date is determined.

Candidate completes payroll and benefit enrollment paperwork in HR prior to beginning work.