Instructions for Hiring Units (i.e, departments, etc.)

APPROVAL TO POST:
Initial Approval Form

Approvals: Dean
FYI: Partner

Step 1

APPROVAL TO RECRUIT:
Requisition Process

-Oracle entry
-Approvals: Finance,
Equity & Diversity
-Advertise, interview, select

Steps 2 - 5

APPROVAL TO HIRE:
Authorization Process

-Oracle entry
-Approvals: Equity & Diversity,
Academic Affairs,
partner (if applicable)
-Academic Affairs: Mails documents to candidate
Steps 6 - 9

OFFER ACCEPTED:
Appointment Process

Academic Affairs to:
- Deans/department
- Human Resources
- Payroll

Steps 10 - 12