

HIRING A NEW FACULTY POSITION PROCESS WORKFLOW

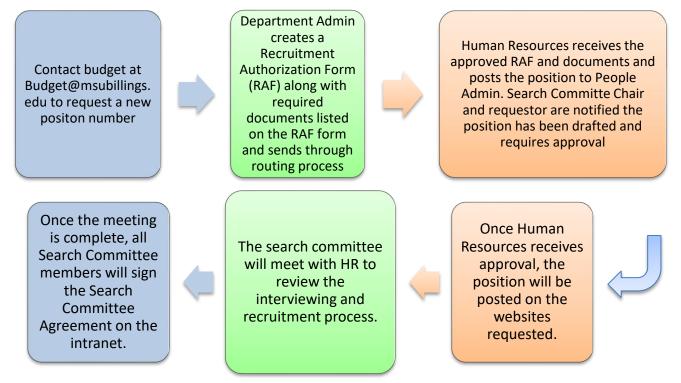
This process is used when a department is requesting to hire a new faculty position that is not currently budgeted

1. Get your position APPROVED to Fill

Department Chair completes <u>Request to Initiate Faculty</u> <u>Search Form</u> Request to Initiate Faculty Search Form to initiate the search and sends to Dean of College

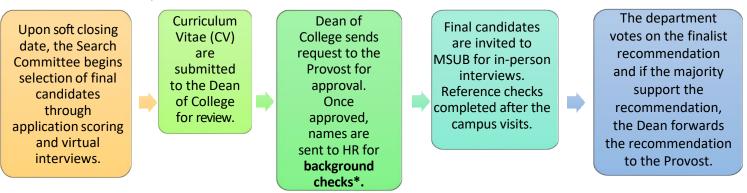
Provosts approves or denies request. If approved, move to step 2

2. Get your position POSTED for applications through the Human Resources Office



HR Intranet link: <u>Human Resources Intranet</u> Recruitment Authorization Form: <u>Recruitment Authorization Form (RAF)</u> Search Committee Agreement: <u>Search Committee Agreement</u> Position Description Template: In progress..... *For assistance with this step contact Human Resources at 657-2278 or by email at hr@msubillings.edu*

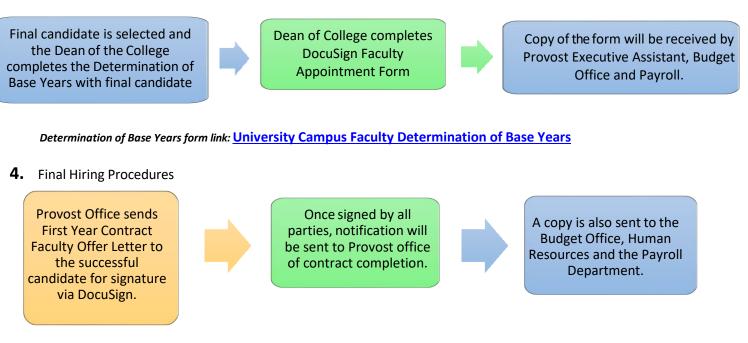
3. Select a Candidate you want to HIRE



*Background checks take 7 – 10 days and no offer can be extended until background check completion has been received from Human Resources

*Background checks must also be done before the final candidate can be brought to campus

Step 3 Select a Candidate you want to HIRE continued.....



New Faculty Appointment DocuSign links:

University Link: <u>New Faculty Appointment Form - University Campus</u> City College Link: <u>New Faculty Appointment Form - City College</u>

5. Preparing your New Hire

Prior to the first day of employment, HR will connect with candidate to compete required employment documentation to receive GID, NetID and email.

 Benefit Specialist will set up a benefits meeting with the new hire.

Resource Links: <u>Help Desk Link</u> Payroll Intranet Link Once a GID has been established, department completes Electronic Personnel Action Form (EPAF) and submits for approval.

IMPORTANT: Employee will not be paid until EPAF has been submitted, approved, and received by Payroll. See Payroll Schedule for deadlines. Department will submit a Help Desk Ticket to begin the process of setting up D2L and any other programs needed.

NOTE: NetID must be established before this can begin. Payroll receives fully approved EPAF and makes a timesheet available. Timesheet instructions are located on the Payroll Intranet.