**Jobs.messiah.edu 🡪 Full-Time and Adjunct Faculty User Guide**

*Last Updated on October 7, 2014*

*\*\* For more information on the workflow, please see the Quick Reference Guide*

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| **Step** | **Purpose** |
| Posting | 1. A classification will be used to create a new posting.  2. [OPTIONAL] The establishment of supplemental questions for the applicant to answer.  3. [OPTIONAL] The establishment of a search committee to review applicants.  4. [OPTIONAL] The establishment of evaluative criteria for the search committee to review applicants.  5. [OPTIONAL] The establishment of confidential reference letter requests.  6. NOTE: The posting may be:  a. An external posting open to all applicants  b. An internal posting that is open only to selected applicants who are provided with the secure URL link |
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| Applicant/Application Process | 1. Applicants may access the posting and complete the online application form.  2. All required and optional attachments are also submitted electronically with the application. |
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| Applicant Workflow | 1. All applicants are immediately accessible by the hiring department, including higher-level supervisors of that department.  2. Department Chair reviews applicants  3. [OPTIONAL] Search Committee reviews each applicant  4. [OPTIONAL] Evaluative criteria are answered for each applicant  5. Applicants of interest are moved forward through the applicant review process, while applicants no longer of interest are moved to a “not selected” state  6. At the end of the applicant review process, one final applicant is selected for which an offer is to be made |
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| Hiring Proposal | 1. The Hiring Proposal establishes the applicant of choice to be offered the job assignment  2. Appropriate information (e.g., start date, hiring rate/salary) is provided by the Dean/Division on the applicant  3. Once approved by the Office of the Provost, an offer can be made by the Dean/Division  4. An accepted offer allows the movement of the applicant to a status of “Hired” |
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| Closing the Process | 1. The posting itself must now be moved to a status of “Filled” to: (a) remove the posting from the website (it not already removed); and (b) distribute automated e-mail notifications to ALL unselected applicants |
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| Onboarding | NOT YET DEVELOPED |

**Creating a New Faculty Posting for Hiring *(New or Open Position)***

**Goals**

1. To establish posting date and deadlines
2. To establish advertising requests for review and action through Human Resources
3. To establish a posting for display to all (or a select group) of potential applicants

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| **Step** | **Owner** | **Purpose** |
| Create New Posting | [Department Head](http://www.messiah.edu/documents/hr/supervisors/secure/05a1_Faculty_Posting-Dept_Head_Dean_Provost.docx) | Develop the posting by completing all posting details. Postings should generally be created by the Department Head. |
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| Review Posting  --OR--  Create New Posting | [Dean/Division](http://www.messiah.edu/documents/hr/supervisors/secure/05a1_Faculty_Posting-Dept_Head_Dean_Provost.docx) | The posting should generally be created by the Department Head. When developed by the Department Head, the Dean/Division is responsible for reviewing the new posting before forwarding to the Provost for review. If developed by the Dean, the Dean **optionally** may forward to the Department Head for review who will then return to the Dean/Division to forward to the Office of the Provost. |
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| Review Posting  --OR--  Create New Posting | [VP/Provost](http://www.messiah.edu/documents/hr/supervisors/secure/05a1_Faculty_Posting-Dept_Head_Dean_Provost.docx) | The posting should generally be created by the Department Head. If developed by the Provost, the Provost **optionally** may forward to the Dean who **optionally** may also forward to the Department Head for review who will then return to the Dean/Division and then to the Provost. |
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| Review and Posting the Opening | [Human Resources](http://www.messiah.edu/documents/hr/supervisors/secure/05a2_Faculty_Posting-Human_Resources.docx) | Human Resources will review the posting request content and take action of if/when/how to post the job opening. Only Human Resources can open, close, and mark a posting as filled. |

**Evaluating Applicants to a Posting**

**Goals**

1. To review all online application materials (application form and any required documents) for applicants
2. To identify—and code accordingly—all applicants who should remain under consideration for the posting
3. To identify—and code accordingly—all applicants who should not remain under consideration for the posting
4. To identify the final candidate who will be recommended for hire (i.e., for whom a hiring proposal will be created)

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| **Step** | **Owner** | **Purpose** |
| Search Committee Review | [Department Head](http://www.messiah.edu/documents/hr/supervisors/secure/05b1_Faculty_Applicant_Workflow-Dept_Head.docx) /  [Search Committee](http://www.messiah.edu/documents/hr/supervisors/secure/91_Search_Committee_Members.docx) | The Department Chair will evaluate applicants and applicants will either be: (1) submitted to the Dean for review; or (2) moved to the “Not Selected” inactive state to indicate that this individual is not currently being considered for the opening.  [OPTIONAL] The Search Committee Chair/Member(s), if established, will also evaluate applicants. |
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| Under Review by Dean | [Dean/Division](http://www.messiah.edu/documents/hr/supervisors/secure/05b2_Faculty_Applicant_Workflow-Dean.docx) | The Dean will be responsible for reviewing all applicants brought forward by the Department Chair and/or Search Committee for consideration. Those applicants approved to move forward will be moved to the On Campus Interview step. Those who are no longer to be considered may be: (1) moved by the Dean to the “Not Selected” inactive state to indicate that the applicant is not currently being considered for the opening; or (2) returned to the Department Chair who will move the applicant to the “Not Selected” inactive state. |
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| On Campus Interview | [Department Head](http://www.messiah.edu/documents/hr/supervisors/secure/05b1_Faculty_Applicant_Workflow-Dept_Head.docx) | The Department Chair will coordinate on-campus interviews with all considered applicants. The interview process is conducted outside of the system. Those applicants who, after the interview, are still being considered for the position will be moved to the Finalist step. Those applicants who are no longer to be considered will be moved to the “Not Selected” inactive state to indicate that the applicant is not currently being considered for the opening. |
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| Finalist | [Department Head](http://www.messiah.edu/documents/hr/supervisors/secure/05b1_Faculty_Applicant_Workflow-Dept_Head.docx) | The Department Chair, possibly with the off-line involvement of the Search Committee and/or other department members, will review these finalists and will move the desired applicant forward to “Recommend for Hire.” *NOTE: The remaining finalists should not be moved to “Not Selected” in the event that the primary applicant declines the offer* |
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| Recommend for Hire | [Dean/Division](http://www.messiah.edu/documents/hr/supervisors/secure/05b2_Faculty_Applicant_Workflow-Dean.docx) | The Dean will be responsible for approving the recommended finalist and will initiate the hiring proposal. *NOTE: The offer is not made at this step, as that is part of the hiring proposal process.* |

**Completing the Hiring Proposal**

**Goals**

1. To provide information on recommended compensation and employment details, such as start date
2. To recommend the candidate to Human Resources for the offer to be extended to the applicant
3. To offer the position to the recommended candidate to determine if the offer is accepted or declined
4. To complete additional information (e.g., social security number, birthdate, ID#, etc.) to complete the data requirements for hiring
5. *FUTURE ENHANCEMENT:* To provide a completed Hiring Proposal form that will represent the New Employee Information Form, with this Hiring Proposal being accessible online (and routed offline where required) to the appropriate offices

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| **Step** | **Owner** | **Purpose** |
| Initiate the Hiring Proposal | [Dean/Division](http://www.messiah.edu/documents/hr/supervisors/secure/05c1_Faculty_Hiring_Proposal-Dean_Division.docx) | Create a proposal that includes the position details, applicant details, and requested rate and start date. Submit to the Provost for approval. |
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| Provost Approval | [VP/Provost](http://www.messiah.edu/documents/hr/supervisors/secure/05c2_Faculty_Hiring_Proposal-VP_Provost.docx) | The Provost will review the recommended finalist and will either approve or deny the choice of applicant. If approved, the Provost moves to the “Offer Extended” step. If denied, the Provost indicates by returning to the prior initiation workflow step. |
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| Offer Extended | [Dean/Division](http://www.messiah.edu/documents/hr/supervisors/secure/05c1_Faculty_Hiring_Proposal-Dean_Division.docx) | The actual job offer is made at this step. For full-time faculty positions, the communication is handled by the Dean. For adjunct faculty positions, the communication is handled either by the Dean or the Department Chair, following departmental protocols. Regardless of the individual making the offer, the Dean will be responsible to move the workflow forward by indicating in the system if the offer was accepted or declined. |
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| Offer Accepted/Offer Declined | [Dean/Division](http://www.messiah.edu/documents/hr/supervisors/secure/05c1_Faculty_Hiring_Proposal-Dean_Division.docx) | **Offer Accepted** 🡪 The Dean will obtain additional information from the applicant, such as birthdate, social security number, and other similar information not requested on the application. Once entered, the Dean will then notify the Provost by moving this position to a state of “Hired”. *NOTE: Currently, Human Resources will need to be contacted outside of the system to create or confirm the ID# for the applicant.*  **Offer Declined** 🡪 The Dean will note in the system that the applicant declined the offer and inform the Department Chair that another applicant will need to be selected and a new Hiring Proposal will then need to be initiated. |
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| Hired | [VP/Provost](http://www.messiah.edu/documents/hr/supervisors/secure/05c2_Faculty_Hiring_Proposal-VP_Provost.docx) | The Office of the Provost will initiate a contract and any required hiring paperwork to the Office of Human Resources & Compliance. *NOTE: Notification to Human Resources currently occurs outside of the system.* |

**Closing the Process *(Post-Hire)***

**Goals**

1. To mark the posting as filled
2. To remove the posting from the web (if not already done previously)
3. To communicate to all unselected applicants. *NOTE: Automated e-mails are NOT sent to unselected faculty applicants. These communications will need to occur at the Department Chair or Dean level, following procedures within the respective department.*

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| **Step** | **Owner** | **Purpose** |
| Notify Human Resources of Hire | VP/Provost | The Provost will notify Human Resources of the hire. |
| Move Posting to Filled | Human Resources | Once the applicant is moved to “Hired”, Human Resources will take action on the posting to move it to a status of “Filled” (if confirmed by the Provost and/or Department) so that the posting, if still posted online, will be removed and so the posting may be removed as an active posting within the system. |
| Notification to Unselected Applicants | Department Head  --OR--  Dean/Division | To maintain a high-touch component to this part of the process, notifications will not occur via auto-generated system e-mails but will, instead, by handled outside of the system following standard notification protocols. |