Staff Hiring Process Step 1b. Unit obtains initial approval from **Step 1c. Unit and Business Manager discuss budget Step 1A. Unit identifies new or vacant position VCVP** Step 2. Unit works with HR to determine job code Step 3. Unit works with Business Manager to initiate and complete the Kuali Justification form and sends it for approval to the **Justification Committee** Step 4. Unit works with HR partner to complete the PCQ process. If it is a new position or job code updates need to be made. Step 5. Once approved, Unit completes job posting form & business manager sends form to recruit team Step 6C. Recruit team will screen, route applications, & Step 6A. Recruit team reviews/edits Step 6B. Stripes posts the job in eRecruit. communicate with the hiring manager on the status pool. posting and sends to Stripes Step 7B. Unit will begin conducting interviews **Step 7A. Unit will manage and review the Step 7D. Candidate provides reference information** Step 7C. Unit emails and orders for SkillSurvey Reference Checks necessary to complete SkillSurvey Reference Check. to be done before finalists interview via Recruit team Step 8. Unit makes verbal offer to finalist **Step 9. Business Manager sends offer information using the template** to Shared Services **Step 10. Shared Services enters information into eRecruit** Step 11. Recruit team creates offer letter and sends to unit and candidate for signatures via Adobe Sign **Step 12B. Employee completes CBC & DEMODATA Step 12A. Upon signature, Recruit team initiates CBC** Request **Step 13. ePAF is created and Preboarding kicks off**

Step 14A. Candidate emails NER to complete I-9 online

up an appointment to bring identification documents to UMSL HR.

Step 14B. If candidate opts-out of the online I-9, candidate needs to set

Step 15. CAPS executes EPAF and closes Job ID.