

Recruitment – Support Staff:

Done	Activity	Online Resources are found at https://cport.cord.edu – Worklife Tab – Supervisor Resources in <i>italics</i> .	Responsibility
	Determines a need to fill position		HM
	Determine minimum salary	HM and HR confer	HM
	Develop or update the job description	<i>“Position Description Template”</i>	HM
	Complete and route a Request to Recruit form.	Must complete this form for <u>ALL</u> Administrative & Support Staff positions. <i>“Recruitment Resources: Request to Recruit Form”</i>	HM
	Create Posting in PeopleAdmin	<i>“People Admin Hiring Manager’s User Guide”</i>	HM
	Post Position on the Website	Upon receipt of the approved Request to Recruit form, HR will post to Concordia College Website.	HR
	Advertise as directed on Job posting in PeopleAdmin.	Draft ad and work with the HM on cost and final approval. HR will pay for 1 st run of Ad on JobsHQ and all paper Ads will be charged to the Department, excluding temporary positions.	HR
	Applicants Initial Screening (through PeopleAdmin).	HR will identify the candidates that meet the minimum qualifications and change their status to <i>“Under review by HM/Search Committee Chair”</i> .	HR
	Phone Screen	If asked by the HM, HR will call and screen top candidates – HM must change the applicant status to <i>“Phone Screen”</i> in PeopleAdmin. <i>“Changing applicant statuses”</i>	HR or HM
	Scheduling Interviews	HM will provide a list of dates and time for the interviewing to take place.	HM
		Contact candidates/schedule the interviews.	HR or HM
	Interview	HM and/or Search Committee will conduct interviews.	HM
	Final Salary	HM/HR will confer to determine final salary.	HM/HR
	Reference Check	Conduct 2 reference checks on the top candidate. Reference checks must include previous supervisors.	HR or HM
	Offer and Background Check	Confer offer to candidate. Including <i>“This offer is contingent on the College’s verification of information required by state law and Concordia’s policies; including the completion of a criminal background check.”</i>	HM or HR
	Background Check Authorization	HR sends candidate background check authorization and reports results to HM.	HR
		Once start date has been established, HM completes HR/PR Action form and e-mail to hr@cord.edu <i>HR/Payroll Action Notice.</i>	HM
	Create Personnel File	HR creates a Personnel File.	HR
		HR will designate the position as <i>“Closed/Removed from Web”</i> in PeopleAdmin.	HR
	New Hire Packet	HR sends out New Hire Packet. Offer Letter, Benefits Handout, W4, I9, Direct Deposit, Reciprocity, review P-file.	HR
	PeopleAdmin Completion	HM will change the status of all candidates not selected PeopleAdmin. <i>“Changing applicant statuses”</i>	HM
	Supervisor Toolkit	HR sends a <i>“kit”</i> to the supervisor for each new hire	HR
	New Hire E-mail	HR e-mails the New Hire announcement includes scheduled orientation time (if applicable).	HR

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		HR will designate the position as “Design Position as Filled” in PeopleAdmin.	HR
	I-9 Form	Employee reports to HR on first day of work to complete I-9 form with supporting documents.	HR
	Orientation – <i>benefit eligible only</i>	HR benefits orientation (held on Tuesdays 8:30-10:00AM).	HR

HM: Hiring Manager

HR Human Resources