PROCESS FLOW FOR CREATING, FILLING OR RECLASSIFYING/PROMOTING A POSITION

START

LEGEND
= **Department**
= **HR Recruitment**

Step 1: Department completes and submits a job description form to HR (Recruitment) via email to recruitu@smu.edu.

HR (Recruitment) will give job description to Compensation for processing.

Step 2: HR (Compensation) evaluates job description.

Reviews list of positions approved as part of organizational re-design.

Was position approved as part of organizational re-design?

Yes → HR (Compensation) processes job description.

No → HR (Compensation) manages getting the required approvals via email. Upon receipt of approvals, processess job description.

HR (Compensation) sends job evaluation confirmation email to hiring manager via recruitu@smu.edu email box.

HR (Compensation) will attach PAF for reclassifications/promotions.

Step 2A: If a search will be conducted , HR (Recruitment) contacts department to discuss posting period, advertising, targeted fill date, etc.

CALENDAR
Recruitment Step 2A Timeframe: Within 2 business days of receipt

Step 3: HR (Recruitment) sends hiring manager a job posting draft for review and approval.

CALENDAR
Recruitment Step 3 Timeframe: Within 2 business days of contact with department

Step 4: Department emails HR (Recruitment) approval of job posting draft.

Step 5: HR (Recruitment) posts the job. E-mails hiring manager posting confirmation and posts requested advertising within 2 business days.

Timeframe may be impacted if HR is waiting on Dean/VP

CALENDAR
Recruitment Step 5 Timeframe: Within 1-2 business days

Step 6: HR (Recruitment) gives hiring manager access to resumes. Provides manager information for reviewing resumes and an overview of the search process.

HR will provide flexibility to give hiring manager access to resumes sooner, if needed.

CALENDAR
Recruitment Step 6 Timeframe: Day after priority consideration deadline

Step 7: Hiring manager completes resume review "form" and submits form to HR (Recruitment) for review and approval.

STOP

QUALITY CONTROL

Step 8: HR (Recruitment) reviews and approves resume review "form". Sends hiring manager the staff search materials.

CALENDAR
Recruitmet Step 8 Timeframe: Within two business days of receipt

Step 9: Hiring manager conducts search (interviews, reference checks, etc.) and submits search summary form and packet to HR (Recruitment).