

- Initiates posting and submits to Budget Unit Director for review.
  - Reviews candidates recommended by the Search Committee Chair for Campus Interview.
  - Reviews Finalist(s) chosen after interview process.
  - Initiates hiring proposals for new finalist recommended for hire.
  - Forwards hiring proposals on to the VP for approval.
  - After review from HR Director make verbal offer to final candidate.
  - Forward to HR Recruiter once offer accepted.
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- Reviews and approves budget and funding sections on actions.
  - When necessary, can initiate job postings.
  - Forwards posting onto the HR Recruiter or returns to Dept Chair/Hiring Manager depending on the availability of funding.
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- Review applications, conduct phone and on-campus interviews, appointed by the Hiring Manager.
  - Review applications, assess candidates against minimum and preferred qualifications.
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- Dispenses applicants throughout the review process.
  - Conducts phone interviews with the Search Committee.
  - Chair and committee contacts applicant references.
  - Moves Finalist (s) through work-flow to Dept. Chair/Hiring Manager
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- Approves hiring proposal actions submitted by the Dept Chair/HM.
  - Grants approval and submits proposal to the HR Recruiter for initial review.
  - Can view postings in their department.
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- This user type is given to individuals serving as search committee members who are not employees of the University.
  - Same responsibilities as search committee members.
  - If utilized by the Dept Chair/HM in the posting, Guest Users will receive a Username and Password by email once the Posting has been approved and opened.