Steps (Defined Process in HireTouch)	CLASSIFIED STAFF HIRING GUIDELINES (Diversity Statement Pilot Process)	Human Resources	Hiring Manager	Department Support	Search Committee Chair	Search Committee	Director of Budgets	Diversity & Belonging Review	Equity & Diversity Officer	Dean/Associate/Assistant VP	Provost/Vice President/President	Applicants
		= each party must complete this step										
		= one party must complete this step										
	Purpose	Responsible Party										
FOR NEW POSITIONS: Position Description Questionnaire Developed	A new Position Description Questionnaire must be submitted to HR for confirmation of classification. http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/employment/hiring-tools/classified/position-description-questionnaire.pdf	●	●									
FOR EXISTING POSITIONS: Review current position description	The current existing position description will be reviewed for revisions by the hiring department and the classification will be confirmed by HR.	●	●									
Build Job Template	Create a Job Template from a current position description. This will be used to advertise the job opening.	●										
Create Position Authorization (+Create New Position Authorization)	Created to secure approval of filling a job opening		●	●								
Approve Position Authorization	Approve the filling of job opening	●	●				●		●	●	●	
Posting the Job	Post to BGSU job board and other resources for recruitment (1 week internal posting - if unsuccessful internal search - it will be posted externally for 2 weeks)	●										
Accepting Applications	Applicants submit applications through online BGSU Job Board											●
Search Committee completes on-line Search Committee Training	The Search Committee must complete the required "Search Committee Training": Contact Diversity & Belonging to schedule your training: diversity@bgsu.edu				●	●						
Reviewing Applications (Committee Review)	Applicant applications are reviewed to select top choices for interviewing (for internal search - all internal applicants must be interviewed if they meet the minimum requirements)		●		●	●						
Interviewing status change for both phone & on-campus interviews (Phone Review)	If elected, telephone interviews are conducted - Equity & Diversity Officer approval not needed - status changes in HireTouch - once applicants are selected for on-campus interviews - status changes in HireTouch		●	●	●							
Request for Diversity & Belonging to review Diversity Statements & Request to Interview Rationale Memo uploaded	If Diversity Statements were required for applications, an email is sent to Diversity & Belonging asking for their review of the applicant Diversity Statements. Request to interview rationale memo is uploaded into HireTouch		●	●	●							
Request to Interview On-Campus Submitted & Request to Interview Rationale Memo uploaded	FOR INTERNAL SEARCH: Equity & Diversity Officer does not need to approve interviews - FOR EXTERNAL SEARCH: Email is sent to Equity & Diversity Officer for approval of appplicants for on-campus interviews & request to interview rationale memo uploaded into HireTouch		●	●	●			●				
Request to Interview Approved (On-Campus Request)	FOR EXTERNAL SEARCH: Equity & Diversity Officer will review and approve selected applicants for equity and diversity of the pool								●			
On-Campus Interviewing status change (On-campus Interview)	Interview top applicants on campus. Interviews are scheduled and entered into HireTouch. If unsuccessful internal search - job will be posted externally for 2 weeks.	●										
Reference Check status change (References)	Applicant references will be checked and status updated		●	●	●							
Hiring Rationale Memo created	Search Committee Chair/Hiring Manager creates hiring rationale memo and is uploaded into HireTouch		●		●							
Applicant Selection Authorization Form (Proposal)	Form will be completed on the selected applicant in order to secure approval to offer job to applicant		●	●								
Background check started/completed (Background)	Human Resources order background check, applicant will complete and HR will record results	●										●
Applicant Selection Form Approval	Electronic approvals will be given by each approver.	●	●				●		●	●	●	
Offer of employment (Offer)	Human Resources will contact applicant and offer position after Applicant Selection Form is approved and background check is completed.	●										
Offer Accepted	HR will notify the hiring department of applicant's acceptance of job and start date. HR will indicate in HireTouch that applicant accepted offer.	●										
Offer Declined	Hiring Manager will decide if alternate applicant will be chosen to fill position, move back to interviewing additional applicants, readvertise or close the search		●									
Welcome Letter Sent (Welcome)	Human Resources will send a Welcome Letter to applicant welcoming them to BGSU, confirming start date and Records and Benefit Sign-Up Session Information	●										
Start Date Confirmed	Applicant will log into their profile account and accept/decline the start date previously established											●
Rejection Letters Sent	Human Resources will send letters to all applicants in the search that the search has been filled	●										

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				= one party must complete this step								
	Purpose	Responsible Party										
Search Closed	Human Resources will move the job opening to filled	●										

Job aids and training videos for HireTouch steps are located on-line at https://www.bgsu.edu/human-resources/careers/bgsu-hiring-practices/hiring-tool-kits/hiretouch-training.html