

**Office of Finance & Administration  
College of Public Programs Service & Community Solutions**

**Staff Recruiting Process**

- 1.) Determine your hiring need:**
  - a. Assess staffing needs by analyzing workforce utilization goals, and current workload of existing staff
  - b. Determine the type of recruitment (internal vs. external, where to advertise, etc.)
  
- 2.) Identify ASU resources /funding source and obtain budget approval to hire**
  - a. Obtain Director approval
  - b. Obtain OFA approval (automatically obtained via e-forms)
  
- 3.) Obtain HR approval to hire**
  - a. Obtained via OFA e-forms automatically with e-from request
  - b. See page 2 or the link below for ASU's hiring approval matrix-
    - i. <https://www.asu.edu/hr/documents/jobapprovalmatrix.pdf>
  
- 4.) Determine job title and description of duties**
  - a. For a list of job titles and salary ranges, you may access the University's [job code dashboard](#).
  - b. To review job descriptions, go to <https://hr.sp10.asu.edu/sites/ohrdb/jobcodes/Lists/Job%20Descriptions/pages.aspx?>
  
- 5.) Determine minimum vs. desired qualifications**
  - a. *Minimum Qualifications* are tied to the job code. Choosing the right job description would be key in having the correct minimum qualifications. These cannot be changed by anyone outside of OHR Compensation.
  - b. If a specific title is desired, the *desired qualifications* will be the best way to list the qualifications that the recruiter is looking for.
  - c. NOTE: Education levels and years of experience for each position are fixed and cannot be changed
  
- 6.) Determine how long position should be posted (minimum 5 business days)**
  - a. Rolling deadlines are suggested to give the recruiter ample time and flexibility
  
- 7.) Determine hiring committee**
  - a. Can be one or more people
  - b. Should include someone who has attended the ASU recruitment certification training
  
- 8.) Submit request thru e-forms at <https://copp-community.asu.edu/node/add/hr-staff-recruitment-waiver>**
  - a. All requests will be responded to/started within 2-3 days after unit supervisor has approved

- 9.) eForm is reviewed by OFA HR for complete information and routed for approvals**
  - a. Recruiter will be asked to submit any missing information and clarify any needed items before request is routed.
  - b. eForms will be closed if requests for additional information are not responded to within 5 business days. Recruiter will be asked to submit a new eForm request when they are ready to move forward.
  
- 10.) Once request is approved, OFA HR processes position number in PeopleSoft**
  
- 11.) Once position number is approved, recruitment can be posted in Kenexa**
  
- 12.) Once job posting is live, recruiter must wait the required time frame before requesting interviews**
  - a. If the position is a rolling deadline, recruiter must wait until the first deadline passes to interview any applicants that applied from the beginning of the posting to the first close date
  - b. Next rounds of interviews would include any applicants from posting until the second close date, etc.
  
- 13.) OFA HR will send recruiter links to the applicants' materials and the applicant evaluation spreadsheet after the initial close date has passed**
  
- 14.) Recruiter must notify OFA HR of intent to interview**
  - a. Recruiter must fill out the applicant evaluation spreadsheet and list the reasons to interview or decline an applicant and submit to OFA HR
  - b. Once approval is received from OFA HR, recruiter can proceed with interviews
  - c. If interviewing an internal applicant, recruiter must inform applicant that if they should become a finalist, their supervisor will be contacted
  
- 15.) After interviews occur, recruiter contacts OFA OHR to complete interview evaluation form(s) and to request a list of the candidate's references**
  - a. Recruiter should create a set of questions to ask all references.
  - b. If candidate is a current ASU employee, the employee's personnel file must be checked by OFA HR.
  - c. Recruiter should also have a discussion with the current supervisor. Recruiter should let candidate know they will be contacting their supervisor before doing so.
  
- 15.) After references are checked, recruiter must fill out the reference check results form**

**16.) Recruiter determines amount they would like to offer their selected candidate and notifies OFA HR**

- a. If candidate is a current ASU employee, the candidate's department must be notified of the offer prior to the offer being made.
- b. OFA HR must request approval from Central HR to offer by submitting a form online thru Kenexa
- c. Once Central HR has approved, recruiter can offer the candidate the position
- d. When requesting an offer amount thru OFA HR, we suggest you request the top dollar you would be willing to accept if your original offer is countered by the candidate
  - i. Recruiter cannot negotiate more salary than has been approved by Central HR
  - ii. If recruiter does want to exceed the previously requested amount, a new request needs to be sent to central HR for approval via Kenexa

**17.) Once candidate accepts, recruiter notifies OFA HR**

**19.) OFA HR will start the background check process**

**19.) Once the candidate provides electronic consent to the background check, OHR will begin the background check**

**20.) Once the background check has returned, OFA HR will create the offer letter for the candidate to accept thru Kenexa**

**21.) If candidate is an ASU employee, recruiter must contact employee's unit to negotiate a transition schedule and process**

**Salary offers – Approval Matrix**  
**(<https://www.asu.edu/hr/documents/jobapprovalmatrix.pdf>)**

**DEAN LEVEL APPROVAL NEEDED FOR:**

- a. For up to 20% salary increase
- b. Backfill of a vacant position
- c. Waivers of recruitment (hire without an open recruitment process)
- d. Promotions up to 20% increase

**PROVOST APPROVAL NEEDED FOR:**

- a. Increase in Headcount /FTE PRIOR to posting the position
- b. More than 20% increase in pay change
- c. Retention offers