



SBS Recruitment and Talent Routing

Step One – Unit receives authorization to recruit from College (applies to all types of positions)

Step Two – If using an existing position (PCN) in Talent, Skip to Step 3, if new position (PCN), Submit Position Request:

- Attach a complete Position Description Form
- This will route to the College
- Then to HR, the Compensation Team and Background Check Team as needed

Step Three – Create Requisition in Talent using existing or approved Position Description Form

* When applicable transfer requisition to Search Coordinator

Step Four – Route to approvers as listed below, where multiple names list as **one or the other**:

Routing Order	University Staff	T/TE, C/CE	Career Track	Post Doc /Adjunct
Department Approver	Business Managers	Business Managers	Business Managers	Business Managers
Faculty Affairs	N/A	April Peters-Downum	April Peters-Downum	N/A
College Approver	Nick Smith/James Schlittenhart	Nick Smith/James Schlittenhart	Nick Smith/James Schlittenhart	Nick Smith/James Schlittenhart
Provost Office (As needed)	N/A	Marilyn Taylor	Marilyn Taylor	N/A
HR Approver	Dora Eamon/Tyler Kitchel	Dora Eamon/Tyler Kitchel	Dora Eamon/Tyler Kitchel	Dora Eamon/Tyler Kitchel

Step Five – Recruit/Interview/Select Candidate

Step Six – Create Offer Letter using Talent, HR Web Builder (Reappointments, Incumbent reviews)

Step Seven – Route Offer Letter (2 pages) to approvers as listed below:

Routing Order	University Staff	T/TE, C/CE	Career Track	Post Doc /Adjunct
Department Approver	Business Managers	Business Managers	Business Managers	Business Managers
College Approver	Nick Smith/James Schlittenhart	Nick Smith/James Schlittenhart	Nick Smith/James Schlittenhart	Nick Smith/James Schlittenhart
HR Approver	Dora Eamon/Audelia Shay	N/A	N/A	N/A

Note: Faculty Offer Letters are generated in Talent, routed via RPO system, sent to candidate in Talent.

Step Eight – Share with Dept. Head and Route approved Offer Letter to final candidate

Step Nine – Complete and close search in Talent.

Step Ten - Send signed faculty offer letters to College when received.

Step Eleven – Follow UA retention policies for maintaining search documentation

Step Twelve – Follow MSS Employee steps for hire