Employment Process to Fill or Replace a Civil Service Employee

- Make sure that Human Resources has a **position description** that is current.

     For new position, send position description to Human Resources for review for appropriate classification before submitting Position Request Form (PRF) for administrative approvals. (Estimated 2-5 days depending on information provided in position description)

     If changing the classification title, send position description to Human Resources for review before submitting PRF for administrative approvals. (Estimated 2-5 days depending on information provided in position description)

     If classification is staying the same, upload signed position description when submitting PRF. (Estimated 1-2 days)

- Complete **Position Request Form (PRF) in HireTouch and submit for administrative approvals**. Approval process goes from Hiring Manager in department to Dean/Director to VC to Human Resources. Human Resources will review position in HireTouch for completeness. Hiring manager in department receives an email from HireTouch that the position is approved. HR creates a Job in HireTouch, and the employment counselor handling the vacancy will work with the department contact on the next step. (If all documents complete, estimated 1-2 days)

- **Position will be posted** or handled as **continuous post** classification.

     If custom classification, HR works with the department on special qualifications. Employment counselor handling the vacancy will work with the contact on the next step before the next posting date (Thursday) if PRF was received in HR by Tuesday at noon.

     If position is continuous post, register is certified and all new applicants who have tested are scored (Department should receive names of those tested 1-2 weeks after HR receives approved PRF).

     If advertised vacancy, the position will be posted in HireTouch. Approval in HireTouch should be received by Tuesday for Thursday weekly posting. After posting for 2 weeks, all candidates who applied through HireTouch will be reviewed. Process of reviewing applications cannot start until position has closed since individuals have until deadline to update application or add additional documents. (Review process varies depending on number of candidates but will take a minimum of two weeks)

- **Applicants are scheduled** for in person **testing** or a **credentials assessment exam**. Testing will schedule applicants for advertised vacancies testing dates during the following week. Examinations are scored within 7-10 days from date exam is taken. (2 weeks)

- **Candidates are provided to department** via HireTouch or emailed memo. Interview letters are emailed or mailed to applicants depending on whether applicant has information in HireTouch. (Estimated 1-2 days after exams scored).

- If position has an **affirmative action goal** and an applicant in the pool meets the established goal, department and VC will receive memo at this stage.

- **Candidates** will be given a week to respond to department to **schedule an interview**. Departments may elect to call applicants to expedite scheduling. Interview timeline is established by the department. (Minimum time, one week)

- After **candidate is selected**, department contacts employment counselor before an offer is made. If there is an affirmative action goal and selected candidate does not meet the goal, approval needs to be requested through administrative channels and Affirmative Action Office. Timeframe is dependent on the approval received by each of these areas. HR will give clearance to **make an offer** an estimated 1-2 days depending on salary calculation.