

TASK	WHO'S RESPONSIBLE	TIMEFRAME FOR COMPLETION
Create job requisition(s). Job Requisitions are sent to HR through WD	Faculty Chairs/Directors	At least two months before start date
Requests for postings on external sites	Faculty Chairs	At least six weeks before start date
WD Review & Approval of Job Requisition	Recruitment Coordinator	2 business day of receipt
Create an accompanying Slideroom posting so candidates can upload their portfolios. Do not post until the WD posting is live.	Recruitment Coordinator	2 business day of receipt
Approvals	Budget	
Post positions in Workday and SlideRoom	Recruitment Coordinator	2 business day after approval
Requests for posts to external Websites	Recruitment Coordinator	2 business day after approval
UGS, Graduate or Open Studies administrative support will do the scheduling and logistics for the search committees. (including corresponding with candidates, travel arrangements, identifying rooms, ensuring materials are available for search committee - resumes; job descriptions; rubrics; faculty search guidelines, etc).	Departmental Administrative Coordinator (AY)	
Reconcile SlideRoom and Workday applications	Recruitment Coordinator	
Candidate Review and Selection	Search Committee/Faculty HR Partner	
Move Candidate to Offer in Workday	Hiring Manager or Chair	as soon as a selection is made
Approvals	Manager's Manager	
Make a verbal offer with money/scale and hand-off to HR	Faculty Chairs	
Generate and send Contingent Offer Letter to Candidate via Workday and Docu-Sign	Recruitment Coordinator	within 2 business day of approval
Candidate signs and returns contingent offer letter	Candidate	
Receive signed offer from candidate	Recruitment Coordinator	

Move candidate to Background Check step in Workday	Recruitment Coordinator	within 2 business day of receipt of signed offer letter
Candidate fills out electronic background check forms (International candidates may have additional forms to complete after the first set)	Candidate	
Receive Background check results in CSI portal	Recruitment Coordinator	
If Background Check is satisfactory, move to Ready for Hire in Workday	Recruitment Coordinator	within 2 business day of cleared background
Complete the WD hire form	Recruitment Coordinator	within 2 business day of cleared background
Onboarding emails are automatically sent to candidate	Workday	within 24 hours of the hire
Complete WD onboarding (candidate receives two emails from Workday to complete)	Candidate	
If needed follow up with candidate about completing onboarding (Hold Payment audit)	Recruitment Coordinator/ Administrative Coordinator	
New hire must bring in approved documentation for I-9 verification (within 3 days of their hire date)	Candidate/Recruitment Coordinator	
If new hire is not in Baltimore a remote I-9 must be sent to them.	Recruitment Coordinator/HR Administrative Coordinator	
Provisioning (email and MICA portal) is sent to new hire upon their completion of onboarding tasks	Technology	
Generate faculty contract	Academic Affairs/Open Studies	
Contract is mailed to new Hire	Academic Affairs/Open Studies	
Contract is signed and returned to Academic Affairs	Candidate	
Contract submitted to Payroll	Academic Affairs/Open Studies	
Activity Pay entered so that new hire gets paid	Payroll	