



System Office

Civil Service Search Checklist

1. Job title and description draft (if available) submitted to System HR (new or revised positions).
2. System HR reviews job description draft to verify classification requested meets the Civil Service specifications requirements; submits new draft with recommended changes to unit.
3. Unit provides salary range, CFOAPAL for position as well as CFOAPAL for background check to System HR.
4. System HR submits Hiring Exception Form in HireTouch to obtain required approvals.
5. System HR prepares final job description based on unit feedback. System HR submits to unit for final approval.
6. Unit approves final job description and returns to System HR.
7. Once Hiring Exception Form is approved, System HR submits paperwork to university human resources office to open position and freeze register.
8. University HR sends Master Referral and Transfer List to System HR; System HR forwards documents and relevant information about candidates to unit contact.
9. Depending on classification, a search committee may be established and steps will vary.
10. System HR contacts candidates on the Master Referral or waits for candidates to initiate contact. Candidates have until the date indicated on the Referral to contact the unit. Offers cannot be made prior to this deadline. (NOTE: units are not required to interview from the Transfer List.)
11. Unit is entitled to have a minimum of three candidates to interview; if unit has less than three interested candidates, System HR will request additional candidates from the register, as needed, until unit has at least three interested candidates.
12. Once preferred candidate is identified, System HR will conduct references and complete Master Referral sheet and send to the university HR office.
13. System HR verifies salary meets salary program guidelines; System HR extends offer to selected candidate. If accepted, System HR will send offer letter and start the onboarding process and notifies the unit of candidates start date.
14. System HR contacts new employee to initiate background check process.
15. If background check clears, System HR contacts candidate with onboarding instructions.
16. System HR will send job description to unit to obtain all required signatures. Unit will send signed job description back to System HR.
17. If unit does not want to offer position to any interviewed candidate, unit should consult System HR on next steps.