

Academic Professional Checklist

1. Job description draft sent to ER/HR (new or revised positions).
2. ER/HR prepares final job description draft for unit review and approval and suggests salary range. Unit provides salary range, CFOAPAL for position as well as CFOAPAL for background check to ERHR.
3. ERHR submits hiring exception form in HireTouch to obtain required UA approvals.
4. Unit approves final job description; ER/HR prepares draft ads for unit review
5. Unit provides position/search information to ER/HR (search committee members; FOAP for position and advertising; preferred advertising sources; AVSL approver)
6. ER/HR submits PAPE for approval
7. ER/HR prepares EEO Form I and submits to unit hiring manager for approval
8. Hiring manager approves Form I, ERHR Liaison and UHREO AVP approves
9. Once approved, ER/HR posts position announcement
10. Applicants apply for position via Applicant Tracking System (HireTouch); EEO acknowledgment letters automatically generated and sent to applicants who meet minimum Bachelor's degree requirement; applicants not possessing a Bachelor's degree receive an automated notification of application status (no longer under consideration)
11. Search committee accesses Applicant Tracking System (HireTouch) to review resumes/applicant materials
12. Search committee identifies candidates to interview for position
13. ERHR schedules interviews
14. ERHR/Search Committee interview best qualified candidates
15. ERHR/Search Committee identifies preferred candidate for position; complete final ranking and comments (optional) and ERHR conducts reference checks
16. ER/HR submits final choice, proposed salary, reference results, and interview questions to EEO
17. Hiring manager approves EEO Form II and submits to ERHR Liaison for approval
18. ERHR extends offer to preferred candidate
19. If offer accepted, ER/HR prepares offer letter and sends to candidate; when signed offer letter received, ER/HR facilitates onboarding process

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20. If offer declined, ERHR consults with hiring manager and search committee to determine if second candidate will be offered position; if yes, continue from #16. If no, further discussions with ERHR and hiring manager will ensue regarding next steps

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