HR Hiring Process Flowchart for Investigating Sexual Misconduct in Prior Employment

1. **Position Posted**
   - Posting Includes Notification of Possible Inquiry into Past Misconduct

2. **Internal Applicant Applies Through Applicant Tracking System**
   - Yes: Proceed With Hiring Process
   - No: Candidate Selected and Contingent Offer Made

3. **Applicant Included within Applicant Pool**
   - Search Process Occurs and Final Candidate Selected

4. **Contingent Offer Made and Written Offer Letter Provided to Candidate**
   - Yes: Is the Candidate Staying in the Same Department, Unit, or College?
   - No: Offer Accepted

5. **Offer Accepted**
   - Yes: Proceed With Hiring Process
   - No: Process for Candidate Ends

6. **Is the Candidate Staying in the Same Department, Unit, or College?**
   - Yes: Proceed With Hiring Process
   - No: Candidate Selected and Contingent Offer Made

7. **Is the Candidate Staying at the Same Campus/System Office?**
   - Yes: Does the Position Fall Under Protection of Minors?
   - No: The Candidate is Moving to a Different Campus/System Office

8. **Does the Position Fall Under Protection of Minors?**
   - Yes: Disclosure Questions Asked and Data Repository Checked
   - No: Proceed With Hiring Process

9. **Disclosure Questions Asked and Data Repository Checked**
   - Yes: Findings Indicated in Data Repository
   - No: U of I Data Repository Checked. Do Not Ask Disclosure Questions.

10. **U of I Data Repository Checked. Do Not Ask Disclosure Questions.**
    - Yes: Findings in Data Repository
    - No: Proceed With Hiring Process

11. **Findings in Data Repository**
    - Yes: Prior Misconduct Reported or Findings in Data Repository?
    - No: Proceed With Hiring Process

12. **Prior Misconduct Reported or Findings in Data Repository?**
    - Yes: Review Committee Discusses
    - No: Proceed With Hiring Process

13. **Review Committee Discusses**
    - Yes: Committee or Authorized Approver Approves Hire
    - No: Job Offer Withdrawn

14. **Committee or Authorized Approver Approves Hire**
    - Yes: Proceed With Hiring Process
    - No: Job Offer Withdrawn

15. **Proceed With Hiring Process**
    - Yes: Proceed With Hiring Process
    - No: Job Offer Withdrawn

16. **Job Offer Withdrawn**
    - Yes: Proceed With Hiring Process
    - No: Job Offer Withdrawn