THE HIRING PROCESS

Presented by Recruitment & Staffing at the University of Pennsylvania

Penn Human Resources

Hiring Officer/ Department/School has open position

BA completes HR1/HR2 & obtains authorized signatures (Dean, VP, or Financial Officer), then forwards HR1/HR2 & PIQ to HR Recruitment

Recruitment assigns reference number to position & sends paperwork to Compensation

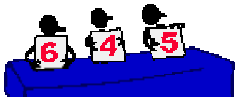
Compensation classifies position and sends paperwork to Recruitment

Recruitment posts staff position at www.hr.upenn.edu/jobs

Recruitment sends copy of HR1/HR2 to Affirmative Action, and sends copy of HR1/HR2 back to Department/School

Affirmative Action sends Affirmative Action Compliance Form (AACF) to Department/School & interviewing process begins

Hiring Officer identifies final candidate and would like to make an offer



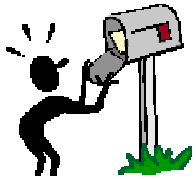
Hiring Officer completes paperwork:

- AACF must contain information for ALL candidates that were interviewed, & resumes of ALL candidates that were interviewed must be included
- Specific to final candidate:
  - Salary/Start Date Authorization Request Form
  - 2 copies of resume
  - Completed & signed Employment Application
  - 2 reference checks

Hiring Officer sends paperwork to Affirmative Action Compliance Officer (AACO) for his/her Department/School

AACO reviews & signs AACF, and forwards hiring paperwork to Recruiter

Recruiter & Hiring Officer negotiate salary

Hiring Officer extends offer to candidate, and notifies recruiter when candidate accepts

Recruiter completes paperwork removes position from website, and sends completed copy of HR1/HR2 back to Department/School