**Recruitment**

*Exempt/Non-Exempt Recruitment*

The Office of Human Resources has provided a step-by-step guide along with job aids and trainings for departments to reference throughout the recruitment process. This information can be found on the HR ATLAS under Recruit/Hire, Full-Time Benefited at [www.udel.edu/connectingu](http://www.udel.edu/connectingu).

**Internal Procedure:**

Prior to recruiting for a position vacancy, it is best practice to conduct a thorough review of the department to determine your current and future needs. A detailed hiring manager guide is listed on the HR ATLAS to assist you in going through the workforce planning process.

Filling a vacant Exempt/Non-exempt position within the College of Arts and Sciences.

1. Send an email to the Sr. Business Officer with a copy to the College HR Manager requesting Staff/Budget approval. You will want to be sure the following information is listed in the request:
	1. The position number you want to use.
	2. Justification/rationale for filling the vacancy which includes answers to the following three questions:
		* Is there an opportunity for job sharing in this position?
		* Can these duties be covered by the other employees in the department or elsewhere in the college?
		* What are the risks of not filling the position?
2. After review by the Sr. Business Officer, an email with approval will be sent back to the department and the College HR manager communicating approval to move forward.
3. The Department will reach out to the College HR Manager with the current or updated job description.
4. The College HR Manager will work with the Department to ensure the position is classified correctly, termination/resignation JEDs were completed (if applicable), get Dean approval, contact central HR to ensure the correct job description is uploaded in PeopleSoft, and provide approval to the department to launch the RTR.

Processing the RTR and subsequent webforms:

When processing the Request to Recruit Webform, please make sure of the following:

* You are using the correct position number and funding approved by the Sr. Business Officer.
* The College HR Manager is added as a support member to the search committee.

When processing the Applicant Pool Webform, please make sure of the following:

* All applicants submitted for interview meet the minimum job qualifications.

**\*For assistance with completing recruitment webforms, please see the HR ATLAS for a list of training documents and job aids.**