



## Information You Need to Know First

### **Position Authorization Request (PAR) and Compensation Request Form (CRF)**

**PAR/CRF** – This is the acronym used when requesting a new position.

- The **Position Authorization Request** is for:
  - Classifying a New Position
  - Refilling a Vacancy
  - Requesting a Temporary Employee
- The **Compensation Request Form** is for:
  - Reevaluating/Reclassifying an Existing Position
  - Reevaluating a Department for Reorganization
  - Updating a Job Description Only
  - Creating or Updating an Incentive Plan
  - Requesting a Salary Consultation
  - Other

## Step 1 - Request

Hiring authority completes and submits the appropriate request for the PAR/CRF.

1. **Requisition Created/Approved:** ([Policy 102](#)) Approved electronic form received in Recruiting System. Recruiter is notified to begin recruitment process. View the [PAR/CRF Transition](#) page for more information about PAR/CRF.

Roles and Responsibilities:

- Recruiter – Assists with questions if needed
- HR Consultant/Department HR Representative – Approves CRF/PAR and helps guide the Hiring Manager
- Hiring Manager – Submits CRF/PAR

## Step 2 - Post

HR Recruitment Services posts position in Recruiting System and implements recruitment plan.

1. **Recruitment Review/Strategy:** ([Policy 105](#)) Recruiter and hiring manager review position and determine recruitment strategy.
2. **Job Posted:** ([Policy 105](#)) Recruiter posts position to Recruiting System.

Roles and Responsibilities:

- Recruiter – Posts and recruits for position approved and information provided on PAR/CRF
- HR Consultant/Department HR Representative – Assists with questions if needed
- Hiring Manager – Provides specific information about the position to recruiter

## Step 3 - Recruiting

Recruiters review applicants and determine best qualified for managers to review in Recruiting System.

1. **Candidates Apply:** Candidates review available job postings and apply to job.
2. **HR Screenings:** (Policies [111](#) & [606](#)) Recruiter reviews, interviews, and selects candidates to forward to hiring manager for consideration. Recruiter reviews internal candidate employee file to verify transfer eligibility.

### Step 3 - Recruiting

Roles and Responsibilities:

- Recruiter – Sends referrals to hiring manager on a timely basis
- HR Consultant/Department HR Representative – Ensures hiring manager has access to referrals in the Taleo recruiting system
- Hiring Manager – Provides feedback to help guide recruiter

### Step 4 – Hiring Manager Screening/Interviewing

Hiring manager conducts interviews.

1. **Hiring Selection:** ([Policy 110](#)) Hiring manager interviews and identifies a candidate for the position.

Roles and Responsibilities:

- Recruiter – Assists with interview and/or interview questions if needed
- HR Consultant/Department HR Representative – Assists with interview and/or interview questions if needed
- Hiring Manager – Interviews candidates and informs recruiter of selected candidate

### Step 5 – Background Check

HR conducts background check on selected candidate.

1. **Background Check:** ([Policy 101](#))

Roles and Responsibilities:

- Recruiter – Reaches out to selected candidate to complete a background consent form. Background check takes 3-5 business days to complete.
- HR Consultant/Department HR Representative – Ensures there are no inequities with the determined offer
- Hiring Manager – Develops offer for selected candidate

## Step 6 – Offer/Hire

Candidate extended offer and position closed in Recruiting System.

3. **Offer:** (Policies [110](#) & [112](#)) Candidate extended offer.
1. **Position Filled:** Position is closed in Recruiting System.
2. **Candidate Notification:** Candidates notified position is filled.

Roles and Responsibilities:

- Recruiter – Extends offer to candidate
- HR Consultant/Department HR Representative – N/A
- Hiring Manager – Gives Recruiter offer information\*

\*Please note: All candidates who were not chosen should receive an e-mail notification after the selected candidate has been notified.

## Step 7 - Onboarding

Onboarding system is being evaluated and is tentatively planned for rollout in 2017.

Roles and responsibilities of involved parties yet to be determined.