



## Hiring Process

A step-by-step guide to filling vacant positions.

## Preparation

- **Unit Needs:** Assess the current needs and goals of the unit and revise the position description if appropriate.
- **Organizational Needs:** Determine the needs of the organization and work team and review any changes in the nature of the unit's work or the workflow.
  - **Needs Assessment:** Contact your local [HR Officer](#) or the [Workforce Recruitment and Retention](#) for assistance in conducting a needs assessment.
- **Position Responsibilities:** Design the position's responsibilities and tasks to meet organizational needs and develop the position description.
- **University Title, Pay Band, and Compensation:** Consult with your local HR representative to ensure that the position's University title and band level are appropriate. See [Classifying Positions, Salaries and Titles](#) for more information on job classification and pay determinations.
- **Authorization:** Follow your local unit guidelines to obtain required hiring authorization.

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