

Human Resources Recruiting Policy Matrix

New Hires	Hoop Policy	Guidelines	Appeal Process	Notification Process to SDR Team
Classified employees	HOOP 5.01	<ul style="list-style-type: none"> ✓ Human Resources is notified via (form) of all vacant classified positions ✓ Working with the department, HR will recruit, screen and assess all qualified applicants ✓ Department notifies HR of candidates they want to Interview ✓ HR sets up Profiles for all candidates to be interviewed ✓ The department will notify HR of desired candidate ✓ HR will conduct reference checks prior to extending a job offer ✓ All job offers are made by HR ✓ All new hires must complete the HR pre-employment process before attending New Employee Orientation 	Exception to policy must have prior approval of AVP, Human Resources	Dept notifies the SDR Team via PA
Administrative & Professional employees	HOOP 3.01	<ul style="list-style-type: none"> ✓ Working with the department, HR will recruit, screen and assess all qualified applicants ✓ Department notifies HR of candidates they want to Interview ✓ The department will notify HR of desired candidate ✓ HR will conduct reference checks prior to extending a job offer ✓ All job offers are made by HR ✓ All new hires must complete the HR pre-employment process before attending New Employee Orientation 		Dept notifies the SDR Team via PA

Faculty	HOOP 4.03 & HOOP 4.09	✓ All new hires must complete the HR pre-employment process before attending New Employee Orientation		Dept notifies the SDR Team via PA
Student Employees	HOOP 6.09	✓ All new hires must complete the HR pre-employment process before attending New Employee Orientation		Dept notifies the SDR Team via PA
Summer Hires	Internal Memo	✓ All new hires must complete the HR pre-employment process before attending New Employee Orientation		Dept notifies the SDR Team via PA