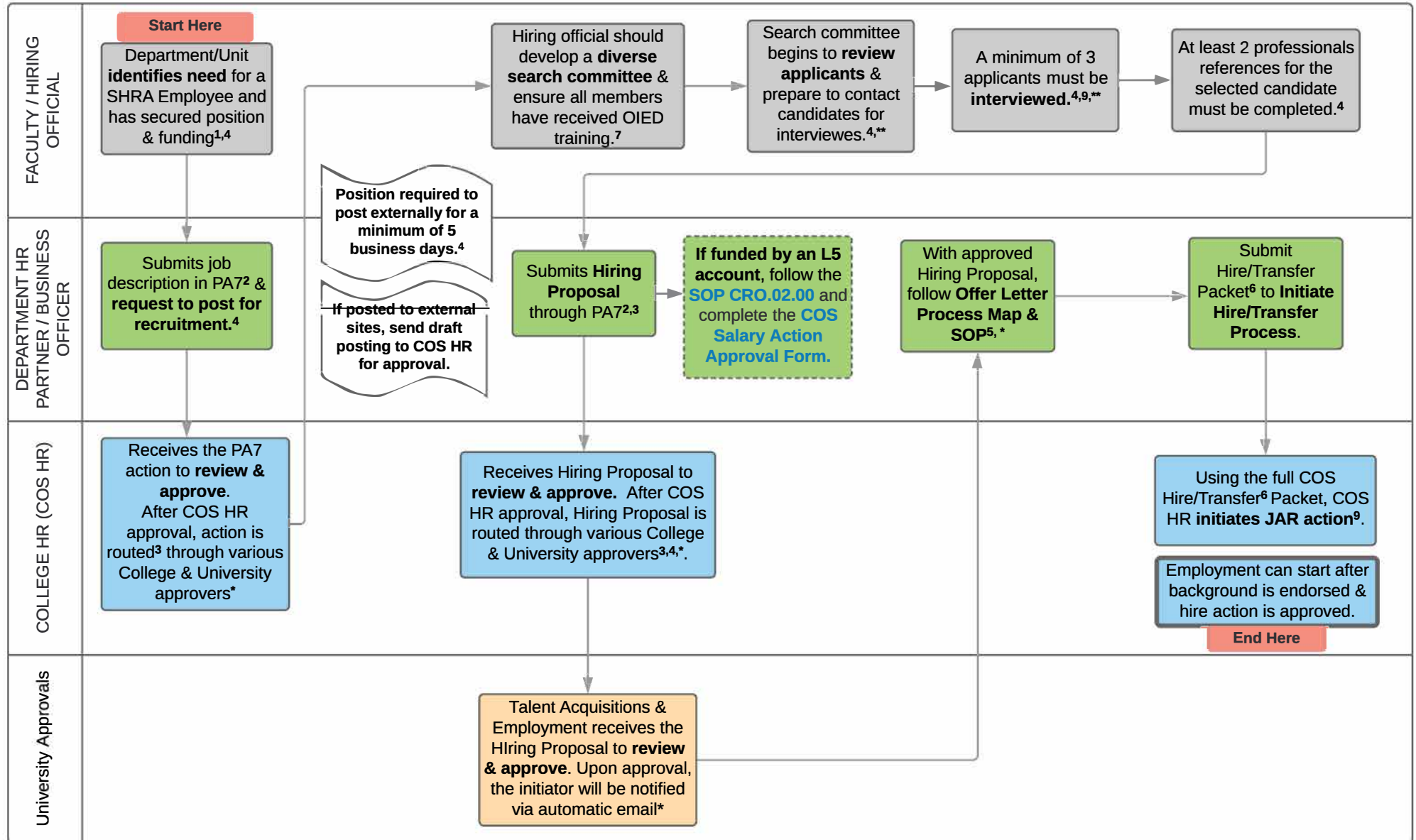


# PROCESS MAP FOR HR.12.00 RECRUITMENT AND HIRING OF SHRA EMPLOYEES

**Expected Time for Hiring an Employee:  
7 week minimum**



## Associated Links & Footnotes:

- [UHR Class & Comp/System Office Requirements](#)
- [PeopleAdmin 7 \(PA7\)](#)
- [PeopleAdmin Workflow](#)
- [Recruitment & Search Committee SOP, HR.04.00](#)
- [Offer Letter Process Map & SOP \(HR.02.00\)](#)

- [COS HR Hire Action Request Form](#)
- [OIED Recruitment & Hiring Training](#)

8. Hiring Official is the supervisor of the position that is responsible for interviewing and overseeing the position recruitment process.

9. COS HR will contact [COS OFBM](#) if position budget in JAR doesn't match hire/transfer packet. COS OFBM will review budget tables with Department Representative/Business Officer.

\* Approval timelines can vary with other College & University approvers after COS HR approves PA7 request. If any approver recommends edits/changes, the action is pushed back to the Department Representative which could delay the recruitment.

\*\* Timeline driven by Hiring Official

Last Updated 1-19-2023