University of Kentucky
® College of Agriculture, Food and Environment

Staff Hiring Process Timeline

Position Title & Number: _____

Department: _____

Completed

        Confirm funding source(s)

        Review/update position description

        Develop a Success Profile

        Submit a Staff Position Action Request Form for consideration 🔶

        After the request is approved – Post the job in IES (the Success Profile tool can be used for developing posting specific questions)

        Using the Success Profile, develop inteview questions and scoring rubric
(**Tip**: the MJR Compentencies & Skills are good starts for developing the profile)

        Once the job is closed, use the posting information, Success Profile, and applicant review spreadsheet to conduct an applicant review

        Schedule phone interviews

        Schedule in person interviews

        Perform reference checks/personnel file review

        When a top candidate is selected, calculate experience & conduct equity review

        Submit a Hiring Proposal (proposed salary) for consideration 🔶

        After the Hiring Proposal is Approved – Extend Offer
(refer to Offer & Onboarding Tools)

        Complete items on the CAFE Staff Onboarding Checklist