

Position Title & Number: _____
Department: _____

Completed

Confirm funding sources & review position description

 Submit a [Staff Position Action Request Form](#) for consideration

After the request is approved – Post job through IES

Once the job is closed conduct an applicant review

Schedule phone screenings

Schedule interviews

Perform reference checks/personnel file review

Calculate experience & conduct equity review

 Submit a Hiring Proposal (proposed salary) for consideration

After the Hiring Proposal is Approved – Extend Offer

Complete items on the M-G [CAFE Staff Onboarding Checklist](#)

Additional Resources

HR Administrators can find additional help at:

[M-G CAFE HR Administrator Page](#)

Supervisors can find the Hiring Toolkit at:

[M-G CAFE Supervisor Page](#)