



University of Kentucky

College of Agriculture, Food and Environment

Staff Hiring Process Timeline

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 in IES

Once the job is closed conduct an applicant review

Schedule phone interviews

Schedule in person 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 [CAFE Staff Onboarding Checklist](#)

Additional Resources

HR Administrators can find additional help at:

<http://cafebusinesscenter.ca.uky.edu/content/hr-administrator-resources>

Supervisors can find the Hiring Toolkit at:

<http://cafebusinesscenter.ca.uky.edu/content/supervisor-resources>