



Position Title & Number: _____

Department: _____

Completed

Confirm funding source(s) and review/update position description

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

After the fill request is approved – submit the action in IES (the [Success Profile](#) tool can be used for developing posting specific questions). Remember to create an engaging informative job summary. Gather information to be prepared to answer posting specific question, from Employment (duration of posting, IEBC, qualifying equivalency, etc.)

The job will be posted, for you, on the UK Jobs Page, CAFE Jobs Pages, and these [additional locations](#). If you would like to discuss additional advertising options please reach out the CAFE Business Center HR Team.

Halfway through the job posting period, provide an applicant count update to the supervisor/panel.


Using the [Success Profile](#), develop interview questions, or request an interview guide (**Tip:** the MJR Competencies & Skills are good starts for developing the profile)

Once the job is closed, provide an [applicant review spreadsheet](#), supplement question score summary, and interview guide.

Schedule phone /in person interviews. Click [here](#) for the scheduling a interview guide.

Perform reference checks/schedule personnel file review. Click [here](#) for a reference guide.

Once a top candidate is selected, follow the [Hiring Proposal QRG](#) to prepare proposal documents.

Submit a Hiring Proposal (proposed salary) for consideration 

After the Hiring Proposal is Approved – Extend Offer.
(access offer letter templates and other offer tools [here](#))

Once offer is accepted, process dispositions reasons in IES to close the job.

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

Pro Tip: Find more resources on the [CAFE HR Administrator](#) page.