Hiring Workflow

FT_BO_HR_05

Responsible Officer
Chris Ronk
Responsible Office
Human Resources
Last Revision
2019-09
Re-evaluation Date
2021
Departmental Impact
All departments

Policy Statement

When hiring new faculty and/or staff, supervisors should follow the appropriate workflow.

Policy Procedures

Faculty

Interview completed and faculty approved

Dean sends contact information to technology and business office

Dean sends faculty handbook to faculty

Dean sends course information to registrar

Dean sends message to admin assistant

Business office begins hiring and financial paperwork

Technology creates faculty account (e.g. active directory, email, etc.)

Registrar adds professor to course in Jenzabar (automatically populates in Blackboard)

Admin assistant sends contract to faculty

Business office contacts faculty to set up payment method

Technology sends email & phone number to registrar, faculty member, dean, Xitracs administrator, Director of Media Relations, and Webmaster

Dean contacts faculty for my.piedmontu. (JICS) training

Xitracs administrator adds faculty to Credentials module

Xitracs administrator contacts dean or faculty for CV, transcripts, and short bio

Xitracs administrator sends bio to Webmaster

Technology contacts faculty for Blackboard training

Webmaster updates website directory

Director of Media Relations takes photo for website

Student services creates ID card for faculty

Staff

```
                    ┌─────────────────────┐
                    │      Interview      │
                    │  completed and staff│
                    │      approved       │
                    └─────────────────────┘
                     │                    │
        ┌────────────────────────┐  ┌────────────────────────┐
        │   Supervisor sends     │  │   Supervisor sends     │
        │  contact information   │  │  staff handbook to     │
        │  to technology and     │  │        staff           │
        │    business office     │  │                        │
        └────────────────────────┘  └────────────────────────┘
         │                    │
┌──────────────────┐  ┌──────────────────┐
│  Business office │  │ Technology creates│
│  begins hiring and│  │  faculty account │
│ financial paperwork│  │  (e.g. active    │
│                  │  │  directory, email)│
└──────────────────┘  └──────────────────┘
         │                    │
┌──────────────────┐  ┌──────────────────┐      ┌──────────────────────┐
│  Business office │  │ Technology sends │      │  Webmaster updates   │
│  contacts faculty to│ │ email & phone   │      │   website directory  │
│  set up payment  │  │ number to staff, │      └──────────────────────┘
│     method       │  │ supervisor, Director│                        ▲
└──────────────────┘  │ of Media Relations,│   ┌──────────────────────┐
                      │  and Webmaster   │   │   Student services    │
                      └──────────────────┘   │  creates ID card for  │
                                             │       faculty         │
                                             └──────────────────────┘
                                                        ▲
                                       ┌──────────────────────┐
                                       │  Director of Media   │
                                       │  Relations takes     │
                                       │  photo for website   │
                                       └──────────────────────┘
```