1. **Post the position:**  
   Complete the Personnel Requisition Form and attach a completed copy of the Position Description form. Fill out both forms completely, obtain the necessary signatures, and return both forms to the Office of Human Resources.

2. **Prepare for interviews:**  
   a. Form an interview committee (if appropriate).  
   b. Consider developing an evaluation form for you and/or members of your interview committee to use to comment on each candidate.

3. **Screen applications:**  
   Determine applicants to be interviewed.

4. **Conduct interviews:**  
   a. Develop the interview schedule.  
   b. Review Interviewing Guidelines.  
   c. Conduct interviews.  
   d. Obtain feedback on applicants interviewed from interview committee (if appropriate).

5. **Reference check:**  
   Complete a reference check on the top candidate(s).

6. **Offer position:**  
   Inform the applicant that the offer of employment is contingent upon a satisfactory review of the background check results.

7. **Background check:**  
   a. Email or provide in-person the Background Check Disclosure Statement and Release Form. Have the prospective employee complete the form and return it (via fax or in-person).  
   b. Complete the Background Check Transmittal Form.  
   c. Submit both completed forms (attached to each other) to the Office of Human Resources. If the forms are faxed or scanned and e-mailed, the originals must be sent to the Office of Human Resources (2070 Campus Box).  
   d. The supervisor will be notified of the results of the background check.

8. **Hiring Form:**  
   After the supervisor has been notified that the applicant has been cleared for hiring, complete the Hiring Form.  
   a. Remember to complete the justification for hiring above the minimum salary if applicable.  
   b. Obtain the necessary signatures.  
   c. Return the form to the Office of Human Resources.

9. **Paperwork for new employee:**  
   After the applicant has been cleared for hiring through the background check process and the hiring form completed; communicate the following with the new employee:  
   a. He/she must complete all necessary paperwork. This can be found on the HR website at http://www.elon.edu/e-web/bft/hr/newhires.xhtml. This paperwork includes the W-4 federal tax form, NC-4 state tax form, NC New Hire Reporting form, I-9 eligibility verification form, direct deposit form, and employee information form.  
   b. The paperwork must be submitted in-person to the Office of Human Resources prior to starting work.  
   c. It is highly recommended that the paperwork be submitted prior to the start date. The sooner the paperwork is submitted, the less time the employee will need to wait when it comes to getting on payroll, receiving an Elon email address, etc.  
   d. On or before the prospective employee's first day of employment, he/she is also required by the university to provide a Social Security Card for payroll purposes.  
   e. The new employee must report to the Office of Human Resources before reporting to his/her work location. Under no circumstances may a new staff employee report for work before he/she has been cleared in the background check, a hiring form has been received in the Office of Human Resources, and all paperwork has been completed.
10. Communication with other applicants:
   Respond in writing to all applicants for the position. Sample letters are available for the following circumstances.
   a. Applicant missed the deadline
   b. Applicant is not receiving an interview
   c. Applicant interviewed, but is not being offered the position

11. Applications: Return all applications in a sealed envelope to the Office of Human Resources. A list should accompany
    the applications that explains which applicants were sent which kind of response letter.