Adjunct Faculty New Hire Process

Checklist for Hiring Officials

|  |  |
| --- | --- |
| Position Title |  |

|  |  |
| --- | --- |
| **Position Creation and Posting** | **Completed** |
| The Hiring Official will contact Classification and Compensation to determine if a position number already exists in Banner and if a position description already exists in Eagle Jobs. If they do not exist, work with Classification and Compensation to create the position number and/or position description. |  |
| Classification and Compensation will send an email to Employment with the approval to post and also provide the position description. |  |
| In Eagle Jobs Employment will create the posting template using the position information and then forwards the draft posting to the Hiring Official for review.  Note: The system will automatically create the posting number. |  |
| The Hiring Official is able to edit the posting as necessary. The following are items to consider:1. Length of time to posting (minimum 7 days, specific dates, or open until filled).
2. Any specific advertising outside of Facebook, Twitter, LinkedIn.
3. Number of vacancies to be filled and/or pooled positions.

Note: Please do not update, change, nor add supplemental questions and documents needed to apply sections. These are HR only areas. |  |
| When finished, you must approve the posting by selecting “Approve (move to Human Resources)”. When the position is posted in Eagle Jobs, Employment will send an email notification including posting link, posting dates, and hiring proposal template. |  |
| **Selecting Finalist(s)** |  |
| The Hiring Official will review the applicants to select their finalist(s). Upon selection send an email to Employment with the following hiring proposal template information:* Name of Finalist:
* UIN (If Known):
* Department:
* Position Number:
* Position Title:
* FOAPAL:
* Term (Fall, Spring, Summer A, B, or C):
* Course Number:
* Course Title:
* Credit Hours:
* Stipend:
* Start Date:
* End Date:
* FTE:
* Hours Per Pay:
* Supervisor Name:

Employment creates the Hiring Proposal into Eagle Jobs and forwards to the Hiring Official/Department Chair for approval.Note: In addition, Adjunct hiring proposals will be routed to Dean/Director and Credentialing for approval. |  |
| The Hiring Official will review the Hiring Proposal, communicate any revisions, and select “Submit to HR (move to Human Resources)” in Eagle Jobs. |  |
| Employment sends an email to the Hiring Official confirming the acceptance of the position and stipend amount.  |  |
| Employment will contact the Adjunct/Instructor finalist explaining the next steps in the process. A follow up email will then be sent detailing the next steps including the following:1. Information on how to complete FGCU HR New Hire Form (Formstack).
2. Information about the FGCU Fingerprinting process.
3. A link to the New Hire Paperwork packet.
4. A link to sign-up for the New Employee Orientation (NEO) session.
 |  |
| The Hiring Official notifies Employment when the finalist accepts the verbal offer. |  |
| Employment gives the HR Records team the new employee’s application and approved Hiring Proposal. |  |
| HR Records Team enters new employee and position information into Banner. |  |
| New hire completes background check and NEO.Note: New hire cannot attend NEO until background check has been completed. |  |
| An email will be sent to the Hiring Official when all employment requirements are met. |  |
| **NOTE: You are responsible for notifying both Records and Employment if the Adjunct Faculty will not be working.** |  |