**Process Changes for Recruitment and Hiring of Staff Positions**

It has been the on-going goal of the Human Resources Classification/Compensation and Employment Units to provide a cohesive and efficient process for hiring departments to ensure we attract and retain qualified staff. With this in mind, we would like to share the following reminders/updates regarding the process flow for these units:

* **Position Verification Process**: Hiring departments must have an updated and approved position description ***before recruitment may begin or the job requisition is created in PageUp.***This will ensure the position is appropriately classified, has a current salary range and will eliminate potential delays during the recruitment process. Email the [Position Description](https://umbc.box.com/positiondescriptDOC) form to [HRclasscomp@umbc.edu](mailto:HRclasscomp@umbc.edu). If the position description has not changed, you will still need to submit a copy with the current date noting no changes for a class confirmation review. You will receive an email confirmation once the position description has been reviewed and approved.
* **PageUp Requisition Process:** Once the above-cited position verification has occurred, the hiring department may begin the recruitment process by creating the job requisition. A checkbox has been added to the job requisition in PageUp which requires the hiring department to confirm that HR Class/Comp staff has approved the updated position description. Note: If the updated Position Description has not been submitted and approved by HR Classification/Compensation, the job requisition will not be processed until this step has been completed.
* **Job Advertisement:** The approved job title assigned to the position must be used in the job advertisement. HR Employment staff are available to provide recommendations if special modifiers are needed to attract the targeted candidate pool. In addition, the position summary and major duties and responsibilities of the position should be used in advertising the position. The minimum and preferred qualifications from the position description should match what is written in the job advertisement.
* **Salary Approvals:** Once the recruitment and interview process is completed, and a candidate is identified for selection, the hiring manager should consult with the Department Head and any other involved areas (such as the Dean’s Office) to determine the amount of the proposed starting salary. The hiring manager should then consult with HR Classification/Compensation regarding the appropriate starting salary. Candidates that will be starting at the minimum of the *range approved for the position* (nonexempt and exempt) do not require consultation.   
  Note: If you are selecting a current UMBC or USM nonexempt employee for a nonexempt position, please contact HR Classification/Compensation to determine any policies that may apply to the starting salary.

Once the proposed salary has been discussed by all parties, the informal offer may be made to the selected candidate. The PageUp Offer Card will then be completed with the proposed salary and the appropriate documentation to support the selection (justification memorandum) and routed for approvals.

**Questions**

Contact us:

Recruitment/Hiring and PageUp Questions - [hrrecruitment@umbc.edu](mailto:hrrecruitment@umbc.edu)

Position Description/Classification Process and Salary Approval - [hrclasscomp@umbc.edu](mailto:hrclasscomp@umbc.edu)

*March 2022*