



SCHOOL *of*
OSTEOPATHIC
MEDICINE

FACULTY & STAFF HIRING PROCEDURES



Administrator Hiring Processes

**Positions designated as "Administrator" are Director level or higher*

Initial Position Posting

- Position need identified – AD
- Job Description (JD) developed – AD/HR
 - JD approved by Dean
 - JD sent to HR to create posting (Dept. Admin)
 - Position posted to Cardinal Talent (HR)
 - Dean/AD approves posting before going live

Search Committee

- Dean or AD determines search committee chair and members
 - Provost Approves committee
- Search committee members notified
 - New members participate in orientation with HR
- HR provides access to Cardinal Talent applicant site to committee
 - Site is monitored daily for new applicants
- Position applications reviewed by committee
- Interview dates determined by committee chair:
 - Phone/Zoom interview

Interviewing Candidates

- Chair sets agenda for interviews and sends to Dept. Admin to confirm date/times with participants
 - Dept. Admin contacts candidates and arranges phone interviews
- Top candidate(s) selected for on-campus interviews
 - Chair checks references and confirms with HR
 - Candidates notified via email by Dept. Admin
 - Agenda/interview day details sent
 - Travel arrangements made (if outside San Antonio)
- On Campus Interviews take place
 - AD
 - Search Committee
 - Other department members as identified by AD
 - Dean/Dean's Asst.
 - HR

Selection Process

- Search Committee meets to discuss candidates
- Candidate to be hired is selected
- AD or Dean discusses selection with HR to confirm offer details
 - Unofficial start date determined (1st or 16th of month)
- Recommend for Hire Form completed and sent to Dean for approval
- Once approved, verbal offer made to candidate
 - Provide salary and *anticipated* start date
- AD or Dean notifies HR of acceptance via email
 - Included on email are Dean's Asst./Dept. Admin

Confirmation

- HR emails status letter with enrollment forms/background check to candidate
 - Included on email are Dean's Asst./Dept. Admin
- Candidate sends completed forms back to HR
- HR notifies AD/Committee Chair of receipt of completed forms via email and initiates background check
- HR notifies Dean's Admin and Dept. Admin of background check clearance and generates PIDM/email
 - Official start date set
- HR sends conditional offer letter to candidate and sends new hire forms
- HR schedules Mission & Ministry interview
- Dept. Admin contacts candidate via email to confirm start date and first week schedule
 - Included on email is Dean's Asst.

Contract

- PAF created by HR for personnel file. Copy to:
 - Payroll
 - Business & Finance
- Final Copy of Contract/JD provided to candidate at orientation

KEY:

Red boxes must be checked

Black boxes are optional



Staff Hiring Processes

***For support staff positions, the preferred method hiring is to utilize the contracted Temp-to-Perm services of Ingenesis for the initial 90-day evaluation period. Posting of the position (step 1 below) will be initiated and move forward prior to the end of the 90-day period, when the hiring manager determines he/she is ready to proceed with the permanent hiring process.*

Initial Position Posting

- Position need identified – AD
- Job Description (JD) developed – AD/HR
 - JD approved by Dean
 - JD sent to HR to create posting (Dept. Admin)
 - Position posted to Cardinal Talent (HR)
 - Dean/AD approves posting before going live

Application Review

- HR provides hiring manager access to Cardinal Talent applicant site
 - Site is monitored daily for new applicants
- Applications reviewed by hiring manager and appointed reviewers
- Initial phone interview dates determined by hiring manager
 - Phone/Zoom interviews arranged by Admin Support Staff
 - Top Candidate(s) selected for on-campus interview

On Campus Interviews

- Hiring manager sets agenda for interview day and sends to Dept. Admin to confirm date/times with participant(s)
- Top candidate(s) selected for on-campus interviews notified via email by Dept. Admin
 - Hiring manager checks reference and notifies HR
 - Agenda/interview day details sent
 - Travel arrangements made (if outside San Antonio)
- On Campus interviews take place
 - AD
 - Hiring Manager
 - Other department members as identified by Hiring Manager
 - Dean/Dean's Asst.
 - HR

Selection Process

- Interviewers provide feedback to Hiring Manager
- Hiring Manager discuss with Department AD
- Candidate to be hired is selected
- Hiring Manager discusses selection with HR to confirm offer details
 - Unofficial start date determined (1st or 16th of month)
- Recommend for Hire Form completed and sent to Dean for approval
- Once approved, verbal offer made to candidate
- Verbal offer accepted by candidate
- Hiring Manager notifies HR of acceptance via email
 - Included on email are Dean's Asst./Dept. Admin

Confirmation

- HR contacts candidate by email with new hire forms and onboarding instructions, including instructions on the background screening process.
 - With the email is the conditional offer letter of employment (approved by General Counsel) which includes the anticipated start date and rate of pay.
 - Included on email are the Dean's Asst. and Dept. Admin.
- HR coordinates a mission interview for all full-time employment candidates.
 - If a mission interview has previously happened at UIWSOM, Dean's Asst. should notify HR with the recommend for hire form.
- Upon receipt of successful background results, HR notifies the hiring manager of the clearance status. The PIDM and email address is requested by HR and upon receipt is emailed to the hiring manager under separate email.
 - Included on email are the Dean's Asst. and Dept. Admin.
- The HR Recruiting Specialist emails any additional instructions regarding New Employee Orientation to the candidate with a cc: to the hiring manager
 - Usually emailed within 1-3 days prior to the scheduled orientation
- Dept. Admin contacts candidate via email to confirm start date and first week schedule
 - Included on email is Dean's Asst.

Faculty Hiring Process

Initial Position Posting

- Position need identified – AD-OCA or Asst. Dean/CASE
 - Job Description (JD) developed by AD-OCA or Asst. Dean CASE with HR input
 - JD edited/approved (Dean)
 - JD sent to and approved by Provost
 - JD sent to HR to create posting (Admin)
 - AD-OCA or Asst. Dean CASE approve
 - Dean approve
 - Provost approve
 - VP Business & Finance approve
 - HR
 - Position goes live to Cardinal Talent (HR)

Search Committee

- AD-OCA or Asst. Dean CASE identify search committee chair and members
 - Dean approves
 - Provost approves
- Search committee chair/members notified
 - New search committee members participate in training
- HR provides access to Cardinal Talent applicant site to committee Chair and members
 - Site monitored daily for new applicants
- Position applications reviewed by committee
- Committee meets to discuss candidates and recommend phone interview(s)

- Phone/Zoom interview dates set and details sent out to committee via Outlook
 - Email sent to candidates to invite for phone interview (Search Committee Chair)
- Phone interview(s) take place (template form to be used)
- Follow up discussion of whether to invite candidate(s) to campus for interviews
 - Chair notifies Asst. Dean Faculty Affairs of decision to invite
 - Chair/Asst. Dean Faculty Affairs to check references of selected candidates
 - HR notified of reference check completion
 - Coordinator/AA selects/confirms date for campus interview(s)
 - Chair invites candidate(s) to on-campus interview via email (template)
- Coordinator sends follow-up email to candidate(s) to arrange on-campus visit (template)
- Develop agenda, based on dates of availability of committee/candidate, and confirm with Committee Chair/Asst. Dean CASE or AD-OCA

On Campus Interviews

- Coordinator/AA arranges flight/hotel arrangements with Candidate(s)
 - On-campus interviews involve: (template)
 - Search committee
 - Chair
 - Dean
 - Mission & Ministry
- CASE Coordinator/AD Admin to send reminder email to all faculty
 - Send on morning of interview- responses sent to Chair within 2 days
 - Attach evaluation form (template)
- Search Committee meets to discuss candidates and make selection
- Recommendation for Hire provided to Dean
- Candidate(s) notified of Search Committee decision via phone (Committee Chair or AD-OCA)

- Offer made to candidate
- Asst. Dean Faculty Affairs to complete Request for Provost's Letter of Offer and send to Dean's Assistant for finalization
 - Cc CASE Coordinator/AD Admin
- Request for Letter of Offer reviewed/approved by Dean
- Request for Letter of Offer form sent to Provost (Dean's Asst.)
 - CC Asst. Dean/AD-OCA and HR

Confirmation

- Provost generates Letter of Offer and emails to candidate
 - Included on email are SOM Dean, HR, Business Office, Dean's Asst., Asst. Dean CASE or AD-OCA
- Candidate emails accepted Letter of Offer to the Provost
- Provost sends Acceptance of Offer to Dean
 - Included on email are Dean's Asst., HR, Business Office
- Dean's Asst. forwards to CASE Coordinator/AD Admin
- HR emails new hire forms
 - Included on email are Dean's Asst. and CASE Coordinator/AD Admin
- Candidate sends completed forms back to HR
- HR generates PIDM/email and emails to Dean's Asst. and CASE Coordinator/AD Admin
- Request for Contract created (Dean's Asst.)
 - Submitted to Dean/Asst. Dean CASE or AD-OCA for approval – **official start date confirmed here**
 - HR notified if start date changes
- Request for Contract sent to Provost's office for signature (Dean's Asst.)

- Provost's Assistant sends RFC to Office VP Business and Finance for signature
 - Executed copy sent to CASE Coordinator/AD Admin for file and notification of impending contract
- Contract generated by VP Business and Finance and sent to candidate
- Candidate returns signed contract to VP Business and Finance
- Executed contract/JD sent to Dean and Dean's Asst.
 - Dean's Asst. sends copy CASE Coordinator/AD Admin for file



SIGS Facilitator Hiring Process

Initial Position Posting

- Position need identified – Asst. Dean CASE /Chair
- Job Description (JD) developed by Asst. Dean CASE
 - with HR input
 - JD edited/approved (Dean)
 - JD sent to and approved by Provost
 - JD sent to HR to create posting (Admin)
 - Asst. Dean CASE approve
 - Dean approve
 - Provost approve
 - VP Business & Finance approve
 - Position goes live to Cardinal Talent (HR)

Interviewing Candidates

- Search Committee (Asst. Dean/Chair/Dir. Professional Development/SIGS Director) reviews resumes and selects candidates for initial phone interviews
- Asst. Dean contacts candidates and arranges phone interviews
- Top candidate(s) selected for on-campus interviews and notified via email by Asst. Dean
- CASE Coordinator sets agenda for on-site interview day and sends to Search Committee to confirm date/times
- CASE Coord sends interview confirmation to candidates

- On Campus Interviews take place
 - Search Committee(s)
 - Dean

Selection Process

- Search Committee meets to discuss candidates
- Candidate to be hired is selected
 - Unofficial start date determined
- Offer made to candidate (Asst. Dean CASE)
 - CC to HR, Dean's Asst., CASE Coord
- HR sends new hire forms to candidate via email - due date set
- HR notifies CASE Coord of receipt of completed forms via email and initiates background check
 - Official start date determined
- HR notifies Dean's Asst. and CASE Coord of background check clearance
- PAF created by CASE Coord
- CASE Coord schedules curriculum/Gen SOM orientations with Director of Prof. Development/Dean's Asst.

Execution of Contract

- Service Letter/PT Faculty Contract/PAF (payroll authorization form) signed:
 - Asst. Dean Faculty Affairs → Dean's Asst. → CASE Coord (Service Letter)
 - AD Faculty Affairs → Dean's Asst. → CASE Coord Provost → (Contract/PAF)
 - Provost → Business Office (PAF)
- Copy of Service Letter provided to candidate
- Dean's Asst. provides originals to CASE Coordinator (e-copy for Dean's files)
- CASE Coord. provides copy of JD/contract to new hire on first day



GME Hiring Processes

Initial Position Posting

- Position need identified – AD-GME
- Job Description (JD) developed – AD-GME/HR
 - JD approved by Dean
 - JD sent to HR to create posting (OGME Admin)
 - Position posted to Cardinal Talent (HR)
 - Dean/AD-GME approves posting before going live

Search Committee

- AD-GME determines and notifies search committee chair and members
- New search committee members participate in orientation with HR
- HR provides access to Cardinal Talent applicant site to committee Chair and members
 - Site is monitored daily for new applicants
- Position applications reviewed by committee and selected for phone interview
- AD-GME or designee contacts candidate and arranges phone interview
 - Phone/Zoom interviews take place
- Top candidate(s) selected for on campus interviews and notified by email from AD-GME or designee

OGME Admin sets agenda for interview day and sends to search committee to confirm dates/times

Interviewing Candidates

- Dept. Admin contacts candidates and arranges interviews
 - Agenda/interview day details sent
 - Travel arrangements made (if outside San Antonio)
- On Campus Interviews take place
 - AD
 - Search Committee
 - External clinical organizations (if applicable)

Selection Process

- Search Committee meets to discuss candidates
- Candidate to be hired is selected
 - Unofficial start date determined (1st or 16th of month)
- Verbal offer made to candidate
- AD-GME completes and emails Request for Letter of Offer to Dean's Asst.
 - Dean's Asst. obtains Dean's signature and sends to Provost for finalization.
 - Provost's office creates and sends Letter of Offer to candidate
 - Candidate signs and returns letter to Provost/HR
- HR Sends new hire forms to candidate via email
 - due date set

Confirmation

- HR notifies OGME Admin of receipt of completed forms via email and initiates background check
- HR notifies Dean's Asst. and OGME Admin of background check clearance and generates PIDM/email
 - Official start date set
- Letter of Offer is sent to candidate by OGME Admin (includes due date)
- PAF created by OGME Admin
- Signed letter of offer returned to OGME Admin
 - Dean's Asst., AD-GME notified
- OGME Admin schedules orientation with Dean's Asst.

Contract

- Contract/PAF signed
 - Dean --> Provost
 - Provost --> Dean (contract)
 - Provost --> Business office (PAF)
 - Business office --> Dean (PAF)
- Dean's Asst. provides originals to OGME Admin
- OGME Admin files contract, PAF and JD
- Copy of Contract/JD provided to candidate on start day

KEY:

Red boxes must be checked

Black boxes are optional