THE HIRING PROCESS AT BALL STATE UNIVERSITY

To add or replace a position in your department, start here:

1. Assess and define your hiring need. Will the position type be:

   ✓ Faculty? *(Tenure Track, Contract, Semester? FT, PT or Temporary?)*
   ✓ Professional? *(Continuing Contract, Contract or 10-Month? FT or PT? Exempt or Hourly?)*
   ✓ Staff? *(Nonexempt or Exempt? FT, PT or Temporary?)*
   ✓ Service? *(Affiliated? Bargaining Unit? FT or PT?)*

   Click [here](#) to view the E-class list to help determine type of position.

2. Discuss budgetary items with your Budget Director or the Budget Office.

3. **For Faculty or Professional vacancies:** if there is a circumstance that the hiring need is so urgent that the timeline of a normal search is unreasonable or not possible, contact Julie Dominguez, Affirmative Action and Employee Relations Specialist, at 5-1822 or email [jgdominguez@bsu.edu](mailto:jgdominguez@bsu.edu).

4. Determine recruitment plan for professional and faculty positions. Identify any discipline-specific advertising sources.

5. **Initiate the request process:**

   ✓ Faculty, Professional, Staff and Service - Create or modify the position description in HR-TMS (HR-Talent Management System). Approvals to post will also be obtained through the position description request. You may utilize the HR-TMS training resources found by clicking [here](#).
6. **Posting is created.** Postings for Faculty, Professional, Staff, and Service positions are created in HR-TMS.

7. **Managing Applicants:**

   ✓ Applicants for Professional and Faculty positions are reviewed in TMS and must be moved through the Request to Interview workflow in TMS.

   ✓ Applicants for Staff and Service positions are first reviewed by HR in TMS for minimum qualifications before being released to the department for review.

Need **search committee** training? Please contact Melissa Rubrecht, [mrubrecht@bsu.edu](mailto:mrubrecht@bsu.edu), to schedule a session.

8. **Offer of Employment:** Once interviews and reference checks are complete and a final candidate identified, notify HR:

   ✓ Faculty and Professional: offer of employment is extended by department and candidate is moved into “Recommend for Hire” state in HR-TMS, which prompts a background check from HR. A New Person Identity Form will also be sent to the candidate by HR.

   ✓ Staff and Service: candidate is moved into “Recommend for Hire” state in HR-TMS, which prompts a background check from HR. A New Person Identity Form will also be sent to the candidate by HR.

9. **Establishing the employee record:**

   ✓ Faculty, Professional, Staff and Service: the department will submit a Hiring Proposal in HR-TMS. Once approvals are obtained, HR will update the hiring proposal so that it can be used to establish the employee record in Banner.
10. **Communication prior to first day:** New employees will receive information from Human Resources regarding verification for employment, parking, orientation, and a reminder to submit their original transcripts to HR.

11. **Department Welcome:** There is no better time to foster a positive work attitude than on the first day an employee joins your team. Click [here](#) for the Managers and Supervisors Toolkit.

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**Questions?**  
**Please contact your HR Representative:**

**Mary Boyd**  
(myboyd@bsu.edu) 5-2418  
- Facilities Planning and Management  
- Sports Facilities Management  
- Temps/Casuals – shared with Jim Rockhill  
- *Public Safety – serves as backup to Diane Drake*

**Gracie Reiff**  
(greiff@bsu.edu) 5-1835  
- College of Sciences and Humanities  
- Honors College  
- Intensive English Institute  
- Information Technology (all areas in the division except for University Libraries)

**Diane Drake**  
(lddrake@bsu.edu) 5-1825  
- Academic Affairs (except for Honors College and Intensive English Institute).  
- Business Affairs  
- Commercial and Community Engagement  
- Division of Online and Distance Education  
- Public Safety  
- Student Affairs  
- University Libraries

**Susan Schlensker**  
(slsch lensker@bsu.edu) 5-1283  
- Athletics (includes summer camps)  
- Ball State University Foundation  
- College of Applied Sciences & Technology  
- College of Architecture  
- College of Fine Arts  
- College of Health  
- Office of the General Counsel  
- President’s Office
Jim Rockhill  
(jrockhill@bsu.edu) 5-1824
- Ball State University Dining
- Housing and Residence Life
- Student Center
- Temps/Casuals – shared with Mary Boyd

Kamille Webb  
(kcwebb@bsu.edu) 5-1032
- College of Communication & Information Management
- Miller College of Business
- Marketing and Communications
- Teachers College

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