

## Adjunct Recruitment Checklist

This checklist has been prepared to assist the recruiting partner and or manager with the recruitment process for Adjunct positions. For assistance completing specific steps, please refer to the appropriate Job Aid.

Additional resources on interviews and reference checks can be found in the resources section of the Recruitment website.

Adjunct positions do not have official position descriptions in Workday and they do not require a standalone position to be created. To start the recruitment process for an Adjunct employee, complete the steps below.

### Create Job Requisition (HR Partner Steps):

Complete the "Create Job Requisition" step in Workday.

Make sure to select the appropriate Job Profile.

**Adjunct (less than 26.1):** are paid through PAP and work less than one year

**Adjunct (26.1):** are paid an annual salary and work a for one year or more

Complete the Job Requisition Questionnaire and submit. Questionnaire templates can be found in the resources section of the website.

Recruitment Services reviews and prepares the Job Requisition for posting. Once approved by Recruitment Services, the Job Requisition will route to the manager for approval. Once the Job Requisition is fully approved, Recruitment Services will post the position.

To check the status of the Job Req, search the REQ# in all of Workday and view the process - this will show where and who the Job Req is with.

Once fully approved, the Job Req will appear in the FAU MY OPEN JOB REQUISITION report that is available in the Recruiting Worklet.

### Review Applications (combination of Recruiting Partner (RP) and Manager Steps):

Once the position is posted for applications, an email will be sent with instructions on how to access the candidates.

Review candidates and determine who should be contacted for an interview.

Move selected candidates forward to the applicable Interview stage. Decline candidates that have not been selected (both the recruiting partner and manager have access to complete this process)

Schedule and conduct interviews until a final candidate is selected. If interviews are unsuccessful, request to repost or cancel the recruitment bce c recn

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### Verbal Offer: (combination of Recruiting Partner and Manager Steps):

When the hiring review is approved, the RP will receive a step in Workday that a verbal offer can be made to the candidate. The manager can then make the verbal offer to the candidate. All offers are contingent upon the successful completion of a background check.

After making a verbal offer, set the **offer status** in Workday to one of the following and submit:

Accepted - if the candidate accepts, please select this option and submit.

Declined - if the candidate declines, please select this and complete the questionnaire.

Negotiation - if the candidate countered, enter this and Recruitment will send you the proposed salary step to complete again. When you receive the offer status step again, please update it to

"accepted" - if the candidate accepts the revised offer.

Recruitment Services will be notified of the outcome and will contact the department if additional information is needed.