

Position Title & Number: _____

Department: _____

Completed

Confirm funding source(s)

Review/update position description

Develop a [Success Profile](#)

Submit a [Staff Position Action Request Form](#) for consideration



After the request is approved – Post the job in IES (Position Management side of system/Position Coordinator role). Remember to write an engaging job summary.

Gather information to be prepared to answer posting specific question, from Employment (duration of posting, IEBC, qualifying equivalency, etc.)

The job will be posted, for you, on the UK Jobs Page, M-G CAFE Jobs Page, and these [additional locations](#). If you would like to discuss additional advertising options please reach out the M-G CAFE Business Center HR Team.

Once the job is closed, provide an [applicant review spreadsheet](#) and interview guide to the supervisor/panel.

Schedule interviews

Perform reference checks/personnel file review

Once a top candidate is selected, calculate experience, conduct equity review, and analyze budget.

Submit a Hiring Proposal. Access the [Hiring Proposal QRG](#)



After the Hiring Proposal is Approved – Extend Offer
(refer to [Offer & Onboarding Tools](#))

Now you can begin the Martin- Gatton [CAFE Staff Onboarding Checklist](#)

Additional Resources

[HR Administrator Resources](#)

[Supervisor Resources](#)