

SME: STAFF HIRING PROCESS TRAINING

- MARCH 14, 2019



## SUBMITTING THE REQUEST

**Staff Position Action Request Form** 

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**Position Description** 

### **IES ENTRY**

- · Log in to IES
- Select the <u>Position Coordinator</u> Role
- Under the Position menu select "Staff"



 Either locate and "Modify" an existing position or begin a new position entry.

Modify Position

- · Tip: MJR Formatting
  - a. Paragraph format
  - b. Professional Standards, Customer Service and Organizational Improvement MJR

### JOB POSTING SPECIFICS

Qualifying Equivalency

**Actual Examples:** 

Research (Scientist I)
Administrative, Office and/or Clerical (Admin Support Associate I)
Food Service, Kitchen Management and Maintenance (Food Service)

**Does volunteer work count?** 

Posting Duration

## PES & DISPOSITIONS

- PES
- Dispositions
- Personnel Action

### **RESOURCES**

http://cafebusinesscenter.ca.uky.edu/

### College Forms:

- Staff Position Action Request Form
- Staff Hiring Process Timeline Staff Onboarding Checklist

- IES Quick Reference Guides:

  Entering Multiple Disposition Reasons
  Hiring Faculty
  Hiring Proposal Process
  Hiring Staff
  Hiring STEPS
  Hiring STEPS/Other
  Saving a View
  Updating Your Profile

CAFE Programs:
CAFE New Employee Orientation Course
Staff Mentor Program
Staff Professional Development Fund

## HANDOUTS & DISCUSSION

- Staff Hiring Process Timeline
- Staff Pre-paid Advertising
- Staff Onboarding Checklist
- CAFE New Employee Orientation
- Staff Mentor Program

### GROUP EXERCISE #1

**Job Summary Scenarios** 

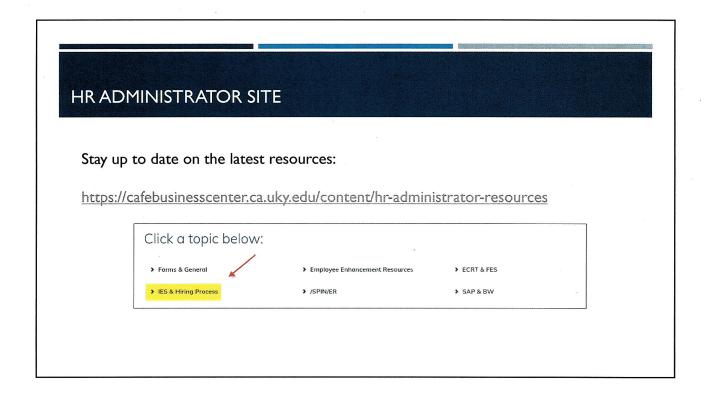
### **GROUP EXERCISE #2**

### **Experience & Education Calculator**

Experience & Education
Calculator - Campus

### MONITOR HANGER RESOURCE - FEEL FREE TO CLIP & HANG





# QUESTIONS Questions?

# **PRIZES**

### **Prizes**

# CLOSING

### Thanks for attending!

A survey and certificates will be distributed within the next few days.