

# UIS Hiring Process and Timeline

The purpose of this report is to identify the steps that occur during the hiring process for Civil Service (CS) and Academic Professional (AP) positions at UIS. In this report you will find a basic workflow timeline along with descriptions of what happens in each step, and the average number of calendar days for processing at each step.



## JDXpert Process (JDX)

### Job Description Initiated

- Initiator starts Job Description
- Initiator chooses workflow and assigns approvers
- Initiator enters information and approves job which transmits to HR
- \*Note\* Step cannot be initiated until Initiator has completed training and user has been given the necessary access.
- Training Link: [JDXpert Job Aid Training for UIS](#)
- Job Aid: [JDXpert Training](#)

Civil Service	
Job Description Submitted to HR to Offer Letter Sent (Step 2 – 11)	80.3 avg. days
Academic Professional	
Job Description Submitted to HR to Offer Letter Sent (Step 2 – 11)	83.6 avg. days
Based on data from 4/1/23 – 9/30/23. Failed or expedited searches are excluded from the data. Times are in calendar days. Data collected from Human Resource Front End (HRFE), Job Description Expert (JDX), and Cornerstone (CSOD).	

### Job Description Review HR (CS 12.5 / AP 5 avg. days)

- HR reviews information submitted such as budget, qualifications, and proposed job duties as well as all other data submitted.
- Appropriate classification chosen from over 1000 classes within State University Civil Service System [SUCSS](#) or exempted as Academic Professional. Exemption Procedures [2.2 2.3](#)
- After full review, HR approves OR rejects with edits to send back to the Initiator

### Supervisor (CS 2.4 / AP 2.3 avg. days)

- Supervisor reviews and approves or rejects for changes as necessary

### Dean / Director / Exec. Director (CS 1.4 / AP 3.5 avg. days)

- Dean / Director / Executive Director reviews and approves or rejects for changes as necessary
- Only one approver per position for this step; selected by Initiator when job created

### University Budget Officer (CS 1.6 / AP 4 avg. days)

- University Budget Officer reviews and approves or rejects for changes as necessary
- Confirms funding sources

## Job in CSOD to Offer Letter (CS 62.5 / AP 68.7 avg. days)

### HR Approval

- HR recruiter receives the requisition and confirms that all data successfully came over from JDx to CSOD in the appropriate form.
- HR provides additional information where required, configures the approval, and submits to hiring department user for review and approval.

### Hiring Department Approval

- Upon receipt the department user confirms all information in the requisition and job ad is accurate
  - **Civil Service** – department user enters closing date and adds reviewers / interviewers
  - **AP Search** – department user attaches search plan and enters search committee, application deadline, and search chair
- Hiring department submits

### Job Posting is Prepared

- **Civil Service** – HR uses the provided information to prepare the job board posting
- **AP Search** – AEO reviews and approves or rejects the search plan. Once AEO approves HR uses the provided information to prepare the job board posting

### Job is Posted to the Job Board

- Posting deadlines can vary; some AP searches are posted as “open until filled”

### Candidate Review

- **Civil Service**
  - HR performs the qualification review and scores the credential assessments. Testing can take up to 2 weeks after job close
  - In person testing for law enforcement / telecommunicator positions
  - After testing is completed, the top 3 scores are referred to Hiring Department along with a Request for Feedback. (Could result in referral of more than 3 candidates if there are tied scores).
  - Hiring unit begins interviews and provides feedback in CSOD for each referred candidate
  - Once a candidate is identified, hiring unit performs reference checks
- **AP Search**
  - Search Chair moves candidates to “In Review” status and begins assessing qualifications with the committee
  - After screening interviews of qualified applicants, request to interview finalists submitted to AEO
  - After AEO approves, search committee proceeds with finalist interviews

### Candidate is Selected

- **Civil Service**
  - HR receives notification from the hiring department, verifies that feedback has been provided in CSOD, and that the department has performed reference checks
  - HR calls selected candidate with verbal, conditional job offer. Negotiates terms and conditions of employment as appropriate
  - If candidate provides verbal acceptance, HR creates a conditional offer letter and sends to supervisor for approval
- **AP Search**
  - Search chair or hiring unit contacts the preferred candidate with verbal, conditional job offer. Negotiates terms and conditions of employment as appropriate
  - Search chair or hiring unit contact creates a conditional offer letter and sends to Faculty Affairs and then the supervisor for approval
  - After supervisor approves, conditional offer letter is sent to candidate for them to accept in CSOD

Links: [Cornerstone Training](#) [New Hire Checklist](#)