Recruitment Required Forms:

- **Position Request/Change Form**
  If appropriate position is identified, no additional form is needed. If a new position needs to be created or existing position modified, then a Position Request/Change Form is required.

- **Position Description Form**
  A Position Description Form is used to establish the duties/responsibilities of the position. A current PD must be on file prior to a position being advertised.

Recruitment Process:

1) Department completes the required form(s) from the checklist above and obtains appropriate departmental signatures. All forms should be forwarded to the SMHS Human Resources Office for final approval and routing.

2) Department completes a job requisition via the AppliTrack Recruiting System. Information regarding AppliTrack may be found by following the navigation Manager’s Toolbox>AppliTrack at this link [http://und.edu/finance-operations/human-resources-payroll/](http://und.edu/finance-operations/human-resources-payroll/)

3) UND HR creates official job posting from the electronic requisition. The requisition will then be open for normal recruiting (5 days internal recruitment followed by 10-15 external recruitment, if necessary). When the position closes, the applications will be reviewed and screened.

4) Department reviews screened applications and conduct interviews.

5) Department documents hire/nonhire comments in AppliTrack and notifies the SMHS Human Resources Manager that their process is complete.

6) The SMHS HR Manager reviews the comments, approves the selected candidate, and notifies the appropriate UND HR official that the AppliTrack process is complete for the specific JOBID#.

7) Department processes their portion of the Criminal History Background Check Authorization Form and submits it electronically to [und.humanresources@und.edu](mailto:und.humanresources@und.edu) The department should also inform the top candidate to watch their email for a message from UND HR requesting completion of the background check form.

8) UND HR notifies SMHS HR Manager of Affirmative Action and background check approvals.

9) SMHS HR Manager notifies department that they may make an offer to the selected candidate. Upon acceptance of the offer, the department should notify the SMHS HR Office, who will in turn notify the UND HR Office of the acceptance.

10) Department will then follow steps for Staff Appointment.

*All forms noted in green font can be accessed at the UND Human Resource Office website at: [http://www.humanresources.und.edu/html/Forms.htm](http://www.humanresources.und.edu/html/Forms.htm)

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