



Start

Is the position part of the Strategic Hiring Plan?

Follow the FGCU Strategic Hiring Plan Process

FY___ Coordinated Hiring Plan reviewed by Dean & Provost. (AA will request HR analysis of the positions)

Provost approves slate of hires for the FY___

Academic Affairs forwards the Approved Coordinated Hiring Plans to HR

HR works with Department to begin the recruitment process. (Refer to HR for process steps.)

*Ready to Offer-Department/Hiring Manager communicates offer information to Business Managers & HR

Does the offer meet the approved parameters in the original approval?

Department needs to review and discuss with Academic Affairs

If requesting credit for years in rank, complete request form

Did the Provost approve the changes?

If, NO, offer must stay within original parameters.

HR processes the offer through Workday

Manager and Dean approve the offer in Workday

Department/Hiring Manager extends the verbal offer when approval is received in Workday

Candidate accepts offer?

Evaluate 2nd place candidate (refer back to *Ready to Offer step)

HR processes the official letter with department review, then submits in DocuSign for review/approval in Academic Affairs

End