Notes:
1. Additional information: [https://www.uidaho.edu/human-resources/classification-and-compensation/job-descriptions](https://www.uidaho.edu/human-resources/classification-and-compensation/job-descriptions)

2. Due to the U of I hiring moratorium, all newly created positions need a hiring waiver, unless the position is fully funded by a grant or unrestricted gift fund.
Staff Hiring Process

**Legend:**
- Start
- End
- Document/Form
- Process
- Training
- Decision

**Notes:**

- **Set up search committee meeting**
- **Identify Search Committee and Chair**
- **Identify Hiring Timeline (posting closing date)**
- **Approve advertising options**
- **Create sample interview questions and identify required applicant documents**
- **Prepare screening forms**
- **Finalize interview questions**
- **See Hiring page (pg 3) of Staff Hiring BP**
- **Initiate action to submit posting in People Admin**
- **Route to AA/EEO/HR**
- **Approve**
Notes:
1. ACC will use justification notes to get approval in People Admin, so please be thorough as in sample.