

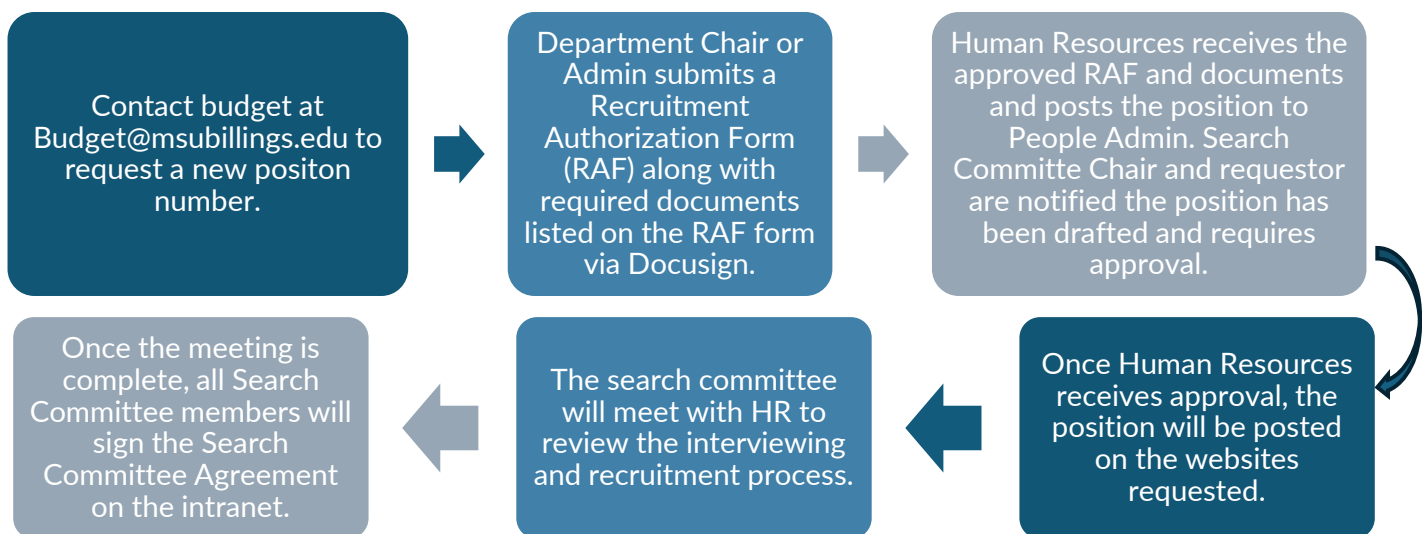
## HIRING A NEW FACULTY POSITION PROCESS WORKFLOW

*This process is used when a department is requesting to hire a new faculty position that is not currently budgeted*

### 1. Get your position APPROVED to Fill



### 2. Get your position POSTED for applications through the Human Resources Office



HR Intranet link: [Human Resources Intranet](#)

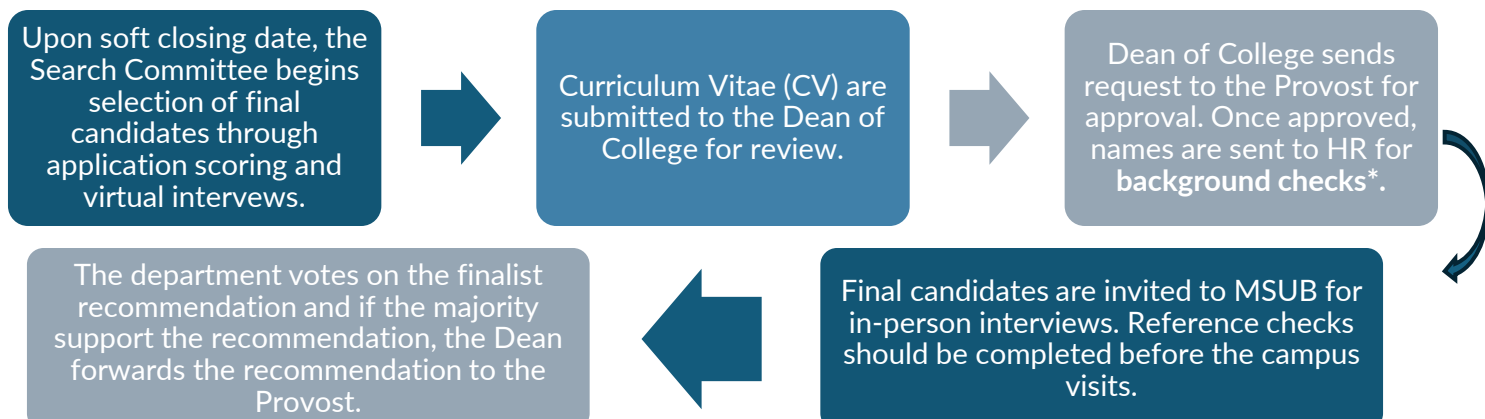
Recruitment Authorization Form: Located on the [Human Resources Intranet Page](#)

Search Committee Agreement: Located on the [Human Resources Intranet Page](#)

Position Description Located on the [Human Resources Intranet Page](#)

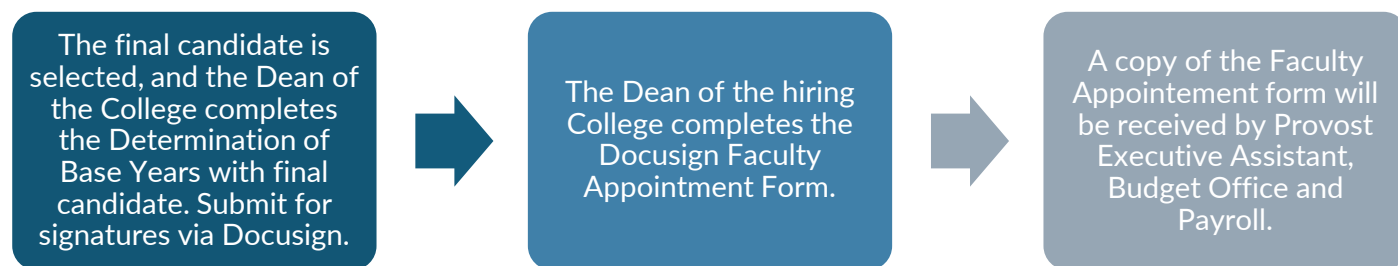
**For assistance with this step contact Human Resources at 657-2278 or by email at [hr@msubillings.edu](mailto:hr@msubillings.edu)**

### 3. Select a Candidate you want to hire



**\*Background checks take 7 – 10 days and no offer can be extended until background check completion has been received from Human Resources**

**\*Background checks must also be done before the final candidate can be brought to campus**



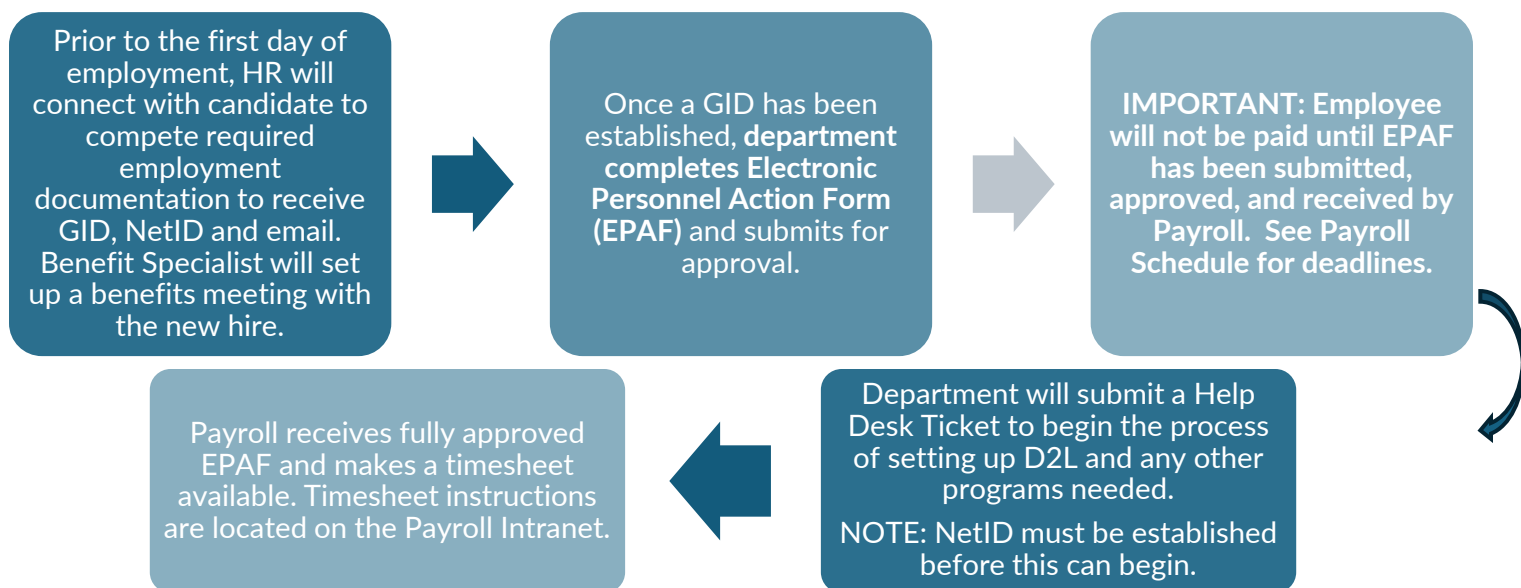
**Determination of Base Years form (University only):** Located on the [Provost Forms Page](#)

#### 4. Final Hiring Procedures



**Faculty Appointment DocuSign links:** Located on the [Faculty Forms Page](#)

#### 5. Preparing your New Hire



#### **Resource Links:**

[Help Desk Link](#)

[Payroll Intranet Link](#)