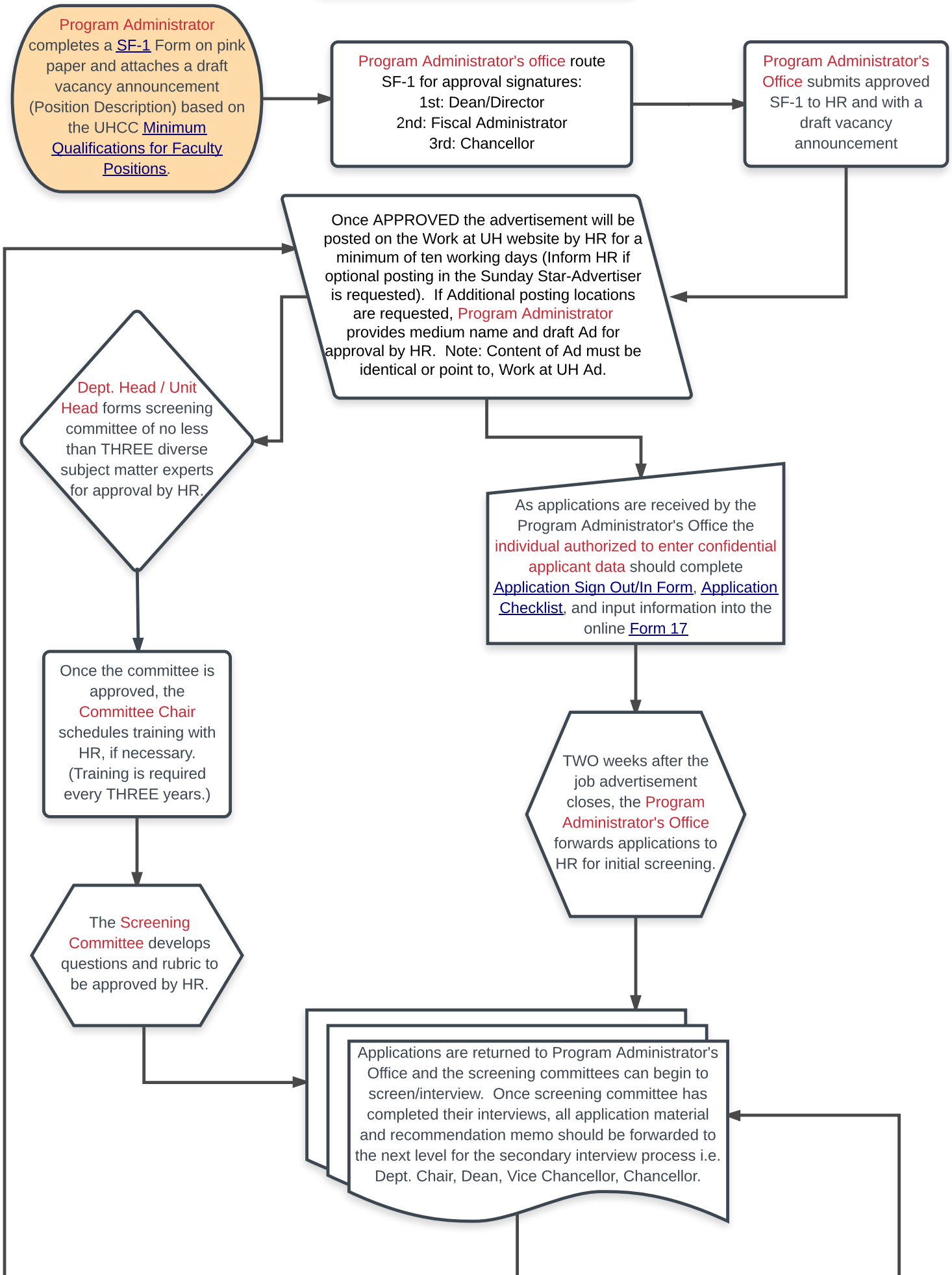


New Hire Faculty Flow Chart



Appropriate Administrator should complete reference checks. Reference checks should include former and current employers.

Program Administrator's Office finalizes online Form 17, completes [Salary Placement Worksheet](#) and drafts offer letter. All Application materials are sent to HR with Salary Placement Worksheet, draft offer letter and submitted online Form 17.

Once approved by HR, the Program Administrator's Office works with the Chancellor's Office on final offer letter and obtains approval of salary placement by Chancellor

If offer is ACCEPTED, rejection letters are prepared and sent out by the Program Administrator's Office and the original signed acceptance letter and completed recruitment file is forwarded to HR for 3 year retention.

The Department works with new employee to complete [New Hire Checklist](#)

Department/New Employee submit completed checklist documents to HR.

If offer is NOT ACCEPTED

If there is a viable secondary candidate.

If there is NO VIABLE SECONDARY CANDIDATE, Program Administrator request new posting on Work at UH website and the Star-Advertiser.

Rejection Letters prepared and sent out by Program Administrator's Office.