

Title/Subject: **STAFF HIRING PROCESS**

Applies to:  faculty  staff  students  student employees  visitors  contractors

Effective Date of This Revision: June 2009

Contact for More Information: Human Resources/Employment & Compensation

Board Policy  Administrative Policy  Procedure  Guideline

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## STAFF HIRING PROCESS

### INTRODUCTION

This resource should be used by all hiring supervisors and committees involved in filling **staff** vacancies at the university. The hiring process documented in this handbook ([Microsoft Word - Staff Hiring Process Update May 2021 #2.docx \(cmich.edu\)](#)) outlines specific employment policies/procedures that must be followed in order to advertise, interview and hire a new staff member.

Questions regarding the university's **staff** hiring process as outlined in this document should be directed to Human Resources/Employment and Compensation in 109 Rowe Hall (774-2010).

Questions regarding the hiring process for **senior officers** can also be addressed to Human Resources/Employment & Compensation in 109 Rowe Hall (774-2010). Additional information related to the hiring process for senior officers is outlined in the [Senior Officer Search and Selection Procedures](#).

Questions regarding the hiring process for **faculty** should be addressed to Faculty Personnel Services in 308 Warriner Hall (774-3368).

Central Michigan University affirms its continued commitment to affirmative action and equal employment opportunity in all of its hiring practices. Experience has shown that the development and implementation of an affirmative action/equal opportunity hiring process includes an expansive search that increases the quality of candidates for vacancies and hence the excellence of the university's faculty and staff.

The university recognizes that it must develop and implement specific hiring practices and procedures to assure equal employment opportunity and establish an effective affirmative action program. The university's overall affirmative action commitments, programs, and policies are contained in a separate document titled [Affirmative Action Protocol](#).

[CMU, an AA/EO institution](#), strongly and actively strives to increase diversity and provide equal opportunity within its community. CMU does not discriminate in employment against persons based on age, color, disability, gender, familial status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

Central Michigan University provides individuals with disabilities reasonable accommodations to participate in university activities, programs, and services. Questions and comments related to the [work accommodation process](#) for student employees and staff should be referred to the Director of Employee Relations, 774-6447.

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*Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.*