



HLC Accreditation 2020-2021

Evidence Document

Finance and Administration

Office of Human Resources

Hiring: Search Process for Benefit Eligible Employees

Additional information: See more information at: https://www.wichita.edu/services/humanresources/Hiring/Search_Process/Benefits_Eligible_Search_Stages.php (accessed April 1, 2021).

Benefit Eligible Search Process

The Benefits Eligible Search has been divided into ten stages to provide consistent organization of the instructions and make communication easier. If you are unfamiliar with doing a benefits eligible search, the steps below will walk you through the process. As always, feel free to contact the [Talent Acquisition Team](#) with questions or suggestions.

- [Non-Teaching Chronological Hiring Process Checklist](#)
- [Teaching Chronological Hiring Process Checklist](#)
- [Import/Export Compliance Considerations when Hiring](#)
- [PD Development / Posting Requirements / PeopleAdmin Entry](#)
- [UP and USS - Applicant Document Review-Form A](#)
- [Interview Preparation and Development](#)
- [UP and USS - Candidate Selection - Form B](#)
- [Final Selection](#)
- [Job Offer, Offer Letter and Background Check](#)
- [Hiring Proposal and Onboarding](#)

Faculty searches utilize a process similar to the USS/UP Non-Teaching process but also have other required elements. Before beginning faculty search activities, please contact Laura Manning at 316-978-5051 or laura.manning@wichita.edu .

All instructions are based on general procedures. College/Department or Divisional direction should be followed when instructions differ.

Benefit Eligible Search Process Quick Links

[Import/Export Compliance Considerations when Hiring](#)

[PD Development / Posting Requirements / PeopleAdmin Entry](#)

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[UP and USS - Candidate Selection - Form B](#)

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SME: MH/JW/MI/LL/MT

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