

SECTION D-11

RECRUITING

All recruiting for the Department of Internal Auditing follows the standard campus recruiting procedures. Open positions will be posted on the Human Resources Online Job System (OJS) by the Executive Director. Applications will only be accepted through this system, and positions will remain posted until filled.

The Executive Director and/or other assigned senior level employee will review application information in OJS and select candidates for a telephone interview. Telephone interviews are conducted by the Executive Director or audit staff using a standard template of questions. The results of the telephone interviews are discussed with the Executive Director and candidates are selected for on-site interviews. On-site interviews are conducted by two or more staff members using a standard template of questions.

Audit staff involved in the interview process will provide their assessments of the candidates based on the on-site interview to the Executive Director for review. The Executive Director and staff members discuss the interviews with the candidates, the candidate's application, and make a decision on which candidate to make an offer. The Executive Director will determine the offer amount and contact the applicant. Reference checks are conducted prior to the Executive Director making an applicant an offer.

Throughout the recruiting process, applicants are dispensed in OJS, as appropriate. All applicants are dispensed after the applicant who accepted the position attends the HR new employee orientation class on their first day of employment.