

PURPOSE

This procedure is established to outline the recruitment and hiring process at Alabama A&M University (AAMU).

Effective talent management is composed of several elements —job analysis, recruitment, selection and on boarding. This procedure will provide the steps required to recruit and hire a new employee.

RECRUITMENT PROCESS

When a department identifies that there is a staffing need, the department is required to observe the following within the recruitment process:

1. The supervisor should be contacted to verify that he/ she approves that the department has a staffing need within their department.
2. An approved designee for the department should contact the Office of Human Resources to assist with job description, job classification, and salary grade/tier using the University faculty and staff salary schedules. Each position must have a job description on file in the Office of Human Resources.
3. The department's administrative support will submit a posting form using Interview Exchange on the AAMU Single Sign On page

