

Exempt and Non-Exempt Staff:

Department	<p>If you propose to hire an Exempt staff above the 1st quartile of the salary range, please contact the Compensation and Records Director at 812-237-4114, prior to submitting the <i>Recruitment Summary and Recommendation for Hire</i> form to the Office of Equal Opportunity.</p> <p>The Hiring Manager or Search Committee Chair will complete the <i>Recruitment Summary and Recommendation for Hire</i> form with supporting documentation for the selected candidate and forward for appropriate administrative and affirmative action approvals.</p>
Affirmative Action	<p>Affirmative Action completes review and signs the form if approved.</p>
Human Resources	<p>Notifies the hiring department that the hire has been approved and extends either a verbal and/or written job offer to the selected applicant.</p>
Department	<p>Once the offer is made and the acceptance letter is returned, the hiring manager or search committee chair will change the status of the candidates not selected for the position to "Not Hired" and provide an appropriate rationale in the Applicant Tracking System.</p>