



WVU HIRE



WEST VIRGINIA UNIVERSITY
HUMAN RESOURCES
TALENT STRATEGY

WVU HIRE

- Streamlines entire recruitment process
- Increases productivity, eliminates redundancies and duplicate processes
- Saves time and is more efficient
- Improves communications internally and externally



WVU HIRE

- Reduces time-to-fill
- Increases market visibility, attracts more applicants, improves quality of hire
- Direct posting and advertising, no more manual entering of information
- Automates EEO monitoring and reporting



REQUISITION AND POSTING

- Create, edit, and save requisitions
- Electronic signatures
- Recruiter posts vacancy directly to job boards
- New staff positions or staff positions with changes will be routed to C&C for review
- Provost Office will be notified of faculty searches



HOW TO APPLY

- www.jobs.wvu.edu
- Applicants create a WVU Hire profile
- Search by job type, location, college/school, or keyword search
- Apply online and email notifications



SCREEN AND HIRE

- Hiring supervisor/committee access to applicant credentials
- Ability to sort and rank candidates
- Disposition candidates through the process or end of search
- Candidate selection and reporting



ON-BOARDING

- Background/education verification
- Offer letters and templates
- Electronic signatures
- Discontinue the hiring wizard
- Streamlines new employee information to Payroll, Benefits, and Business Offices



TRAINING

- Hiring Manager Training is available at various locations on campus
- Registration is required
<http://it.wvu.edu/services/training/schedule>
- Recruiter can work with you one-on-one
- Help Desk Service





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