



## **I. CREATING A POSTING (Initiating Recruitment Process)**

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\_\_\_\_\_ - Initiate recruitment process by logging into PAPERS at <https://jobs.odu.edu/hr> . (Instructions to create a Posting are located in the

\_\_\_\_\_ – Once the matrix has been completed and reviewed by the committee, proceed with phone interviews. (This step does not need to be approved by HR).

\_\_\_\_\_ – Upon completion of phone interviews, reach out to the HR Recruiter regarding updating PAPERS with campus interviews selections.

\_\_\_\_\_ – Once email is received from the HR Recruiter regarding approval of campus interviews, coordinate scheduling interviews for each candidate with the search committee.