



Hiring Process for Faculty, Principal Administrative and Research Jobs at SIU
School of Medicine

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Hiring Process for Faculty, Principal Administrative and Research Jobs at SIU School of Medicine

Applying for a Faculty, Principal Administrative or Research Job at SIU-SOM

Faculty, Principal Administrative and Research vacancies are recruited by the hiring department. All interested persons must submit an online application for the vacancy for which they are interested no later than the closing date indicated in the posting. Any questions regarding a position posting can be directed to the department contact person. General inquiries may be directed to the Office of Human Resources at (217) 545-0223.

Transcripts (original or certified copy) for the highest degree awarded will be required of all persons offered permanent employment.

Testing Process for a Faculty, Principal Administrative or Research Job at SIU School of Medicine

Pre-Employment testing does not apply to these appointment types.

Interview and Hire Process for a Faculty, Principal Administration or Research Job

CV's submitted for Faculty, Principal Administrative & Research vacancies are reviewed by the hiring department. Applicants whose overall qualifications and professional background are deemed a good match for the position are contacted to interview with the search committee and/or interview team.

References are checked on candidates considered a finalist for hire. A background investigation must be completed successfully as a condition of employment. Transcripts (original or certified copy) for the highest degree awarded will be required of all persons offered permanent employment. Candidates are generally offered the position by telephone with a confirmation letter and appointment notice to follow for signature.

Questions regarding a specific position posting should be directed to the department contact person listed in the posting. General inquiries may be directed to the Office of Human Resources at (217) 545-0223.

New Employee Orientation

All new employees start work on a Monday. The first two days will be spent in Human Resources participating in New Employee Orientation (NEO). After accepting an offer of employment, the new employee will receive notification by email of their job details and NEO

events and be directed to log on the online system to complete the New Hire documents attached to their account. These documents must be completed prior to the employee's NEO date. New employees should pay close attention to the listing of documentation they are required to bring their first day of employment.

All new employees are also provided at NEO with a list of additional mandatory training sessions that must be completed at other specified times. Attendance at mandatory training sessions is tracked and recorded.