I.   CREATING A POSTING (Initiating Recruitment Process)

- 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.