

Duke University School of Nursing
Opening positions and New Hire Timeframes
Process takes at least 90 days if visas are involved
Updated September 1, 2020

Opening Positions Summary Steps & Timeframe

Opening positions – must be approved by the Dean for all positions including new and vacant.

	STEP	DAYS
1	RPM completes title tracker with Scope of Work given by PI	2
2	DOCR provides title based on info from PI	2
3	Complete job description and JAQ based on Title picker results	2
4	Supervisor sends HR manager JAQ and job description	3
5	HR manager submits the JAQ to R&R	7
6	After R&R approves, position is posted on HR website	2
7	Hiring manager reviews applications, interviews, makes hiring decision	21*
8	Supervisor submits completed reference checks to HR manager	2
9	HR manager completes the equity analysis to determine salary offer	5
10	Supervisor makes offer and determines the start date (see below)	2
11	HR manager completes offer letter and sends to applicants	2
	TOTAL	50

* Important Note: This step varies based on how long it takes for the hiring manager to review applications, conduct interviews, and make the hiring decision.

New Hire Summary Steps & Timeframe

STAFF HIRES – first date of employment must be at least 30 days from the date the new hire accepts the offer.

	STEP	DAYS
1	New hire sent forms to complete by HR office	2
2	New hire completes forms and returns	4
3	Corporate HR office initiates electronic background checks	2
4	Background checks completed	7 *
5	HR office initiates online I-9 (citizenship/immigration verification)	2
6	New hire completes online I-9	3
7	HR office loads new hire information into i-Forms payroll system	2
9	SON-IT sets up NetID with DHTS	3
10	HR office organizes orientation and informs new hire	3
	TOTAL	28

* Important Note: Background checks can take longer than 7 days if the new hire has a common name or has lived in a number of states.

Space Needs: Please allow 2 weeks for space set up. If moves are required, please allow 4 weeks. If new furniture is needed, please allow an additional 6-8 weeks.