

Staff Employment Checklist

This checklist contains and identifies the steps and instructions to be used when recruiting to fill a regular status, benefits eligible staff position.

Prior to posting, hiring managers (who have not already been trained on the EASY system) must complete a [training approval form](#) and complete this training.

The form must be approved by the department head and forwarded to Bobbie Brandenburg. Upon receipt, Ms Brandenburg will schedule a training session. Please contact Bobbie Brandenburg by Email at bb27 or phone 5-7614 with questions.

PRIOR TO POSTING THE POSITION

To initiate the hiring process, the hiring manager must select a recruiting option from UPPS 04.04.03 Section 04 and follow the procedures in Section 07.01. <http://www.txstate.edu/effective/upps/upps-04-04-03.html>

POSTING THE POSITION

The hiring manager must submit a position requisition through administrative channels via the People Admin (EASY) system. Refer to UPPS 04.04.03 Section 07 in Section 07.01.

<http://www.txstate.edu/effective/upps/upps-04-04-03.html>

Previous incumbent in vacant position? If so, you will need to know the SAP position number . (Access SAP; PA20 using the previous employee's PLID, access info type 001, Organizational Assignment.

Hiring Manager creates the position requisition in EASY

- Instructions to [complete requisition](#)
- [glossary of terms](#).
 1. Enter the vacant SAP position number in the POSITION NUMBER field.
 2. Determine type of recruiting – open recruiting or current TX STATE employees only.
 3. Determine monthly salary to be posted – refer to University Pay Plan located at http://www.humanresoucrs.txstate.edu/pay_plan_index.htm
 4. Build job posting – job description, duties, required knowledge, skills and abilities (KSA) and preferred KSAs

Hiring manager electronically flows the requisition to the next level of senior management for approval (Director, Chair or Dean) depending on their division and level of hiring manager's status.

~ Senior management approves and flows to Vice President or Faculty Records.

- ~VP approves and flows to either budget or OSP grant account as appropriate
- ~Budget or OSP approves and flows to Human Resources.
- ~Human Resources reviews the requisition and approves job posting.
- ~Vacancy is posted for recruitment and notice is sent to hiring manager.
- ~Requested advertising is placed in newspapers or other publications.

HIRING MANAGER REVIEWS APPLICATION

- Electronic application are reviewed by hiring manager [Application glossary](#)

If hiring manager receives only one applicant and the applicant meets all the requirements of the position, the hiring manager needs to receive approval from Equity and Access to hire. If hiring manager receives only one applicant and the applicant does not meet the requirements of the position, the hiring manager needs to receive approval from Equity and Access to close position as a “no hire”.

INTERVIEWING THE JOB APPLICANTS

The hiring manager arranges for interviews with candidates. It is not acceptable to make a selection for hire after interviewing only one candidate. Interview questions must be designed to cover only job-related criteria. Refer to UPPS 04.04.03 Section 07 Section 07.01 i-j

<http://www.txstate.edu/effective/upps/upps-04-04-03.html>

- Interviews are scheduled and any requested University skills testing is coordinated with Human Resources.
- Criminal History Background Check Release Form is obtained from each applicant that is either interviewed, reclassified, transferred or promoted.

SELECTING APPLICANT FOR HIRE

Final selection is made by the hiring manager, subject to administrative concurrence, fund availability, University Human Resources policies, and Equity and Access requirements. Refer to UPPS 04.04.03 Section 07 Section 07.01 k.

<http://www.txstate.edu/effective/upps/upps-04-04-03.html>

- Electronic applicant log is completed in EASY (Hiring manager changes STATUS for recommended applicant and for those not selected and completes REASON for non-hire.)
- Hiring manager completes the Hiring Matrix and attaches it electronically to position requisition in EASY using the DOCUMENT tab.
- Hiring manager completes the EMPLOYMENT VERIFICATION tab in EASY.
- Hiring manager flows electronic log to Equity & Access for approval of selected applicant.

Criminal History Background Check Release Form is forwarded to Human Resources to request background check.

OFFERING EMPLOYMENT TO APPLICANT

Once Equity & Access approves the selected applicant and the criminal history check is completed, Human Resources will contact the hiring manager with approval to make the employment offer. (Please note: Neither Human Resources or Equity & Access contacts those applicants who are not selected by the hiring manager. It is the responsibility of the hiring department to contact those applicants). Hiring manager – prior to extending an offer of employment, refer to UPPS 04.04.03 Section 10 Section 10.01.

<http://www.txstate.edu/effective/upps/upps-04-04-03.html>

Hiring manager contacts the applicant with an offer of employment.

Start date of employment is determined (please remember, all staff employees will start on a Monday due to (NEO) New Employee Orientation.)

New Employee Departmental Checklist is completed. See UPPS 04.04.15

<http://www.txstate.edu/effective/upps/upps-04-04-15.html>

ONBOARDING PROCESS

Hiring manager contacts Human Resources by phone (245-2557), fax (245-1942), or e-mail (hr@txstate.edu) with the new employee's information:

- 1) employee's name
- 2) start date
- 3) job title
- 4) monthly salary and FTE
- 5) name, phone number and e-mail of the employee's immediate supervisor
- 6) whether the employee should go to lunch first or directly to the department after Part 1 of orientation.

Hiring manager contacts the new employee to ensure that they are prepared for their first day of work. Inform the new employee of the following:

- 1) when and where they are to report
- 2) how to get to campus
- 3) how and where to park
- 4) what documents to bring

Hiring manager sends [welcome letter](#) to new employee's home address.