**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 the staff position, hiring managers who have not been trained on the PeopleAdmin system, must complete training in SAP Training Development and complete a [PeopleAdmin Security Authorization Form](https://gato-docs.its.txstate.edu/jcr%3A69ff18c5-e4b2-4734-83e7-62a3ca529439/PeopleAdmin%20Security%20Form_3.2019.docx). The form must be approved by the department head and forwarded to Human Resources. Upon receipt, HR set up access. Please contact Talent Acquisition at hr@txstate.edu with questions.

**POSTING THE POSITION**

Refer to [Staff Job Posting Guide](https://gato-docs.its.txstate.edu/jcr%3Af509f738-8863-401b-931e-73855d720605/Staff%20Job%20Posting%20Guide%20_4.2019.pdf) for detailed instructions.

* Hiring manager must submit a position requisition via PeopleAdmin and route for approval.
* Verify the position number in PeopleAdmin matches the VACANT position number assigned in SAP.
* Hiring manager ‘takes action on posting’ and moves directly to the next management level for approval.

Possible routing process:

**HIRING MANAGER REVIEWS APPLICATION**

Refer to [Staff Job Posting Guide](https://gato-docs.its.txstate.edu/jcr%3Af509f738-8863-401b-931e-73855d720605/Staff%20Job%20Posting%20Guide%20_4.2019.pdf) for detailed instructions.

* Determine evaluation criteria and create the hiring matrix.
* Review applications and score each applicant in hiring matrix.
* Update applicant’s status in PeopleAdmin.

**INTERVIEWING THE JOB APPLICANTS**

Refer to [How to Screen the Right Candidate](https://www.hr.txstate.edu/manager-toolkit/recruitandhire/how-to-screen.html) in the Manager’s Toolkit for additional resources.

The University requires three to five interviews to be conducted, of which at least one applicant, if applicable must be a qualified Veteran. Next steps:

* Schedule interviews.
* Develop questions based on position description.
* Obtain a [Criminal Background Inquiry Release Form](https://gato-docs.its.txstate.edu/jcr%3A9270ac64-e7fb-4c71-beea-1cbe395c4e95/Salaried%20Staff%20Pre-Employemnt%20Inquiry%20Release%20Fillable%20Form%20%28002%29.pdf) from each interviewed applicant.

**SELECTING APPLICANT FOR HIRE**

Refer to [How to Complete a Rec for Hire Once I have Selected an Applicant](https://www.hr.txstate.edu/manager-toolkit/recruitandhire/how-to-proceed.html) for detailed instructions.

* Hiring manager must update all applicant’s statuses in PeopleAdmin.
* Hiring manager initiates the rec for hire for selected applicant and starts the regular staff hiring proposal in PeopleAdmin.
* Completed hiring matrix, employment verification form, and the background inquiry release form. Forms must be uploaded to hiring proposal documents in PeopleAdmin.
* Hiring manager routes the rec for hire to Equity & Inclusion for approval. Equity and Inclusion, and Human Resources must approve rec for hire prior to making an offer.

**OFFERING EMPLOYMENT TO APPLICANT**

* Hiring manager contacts the applicant with an offer of employment after Equity and Inclusion and HR approval.
* Schedule post-offer [assessments](https://www.hr.txstate.edu/manager-toolkit/recruitandhire/how-to-screen/pre-employment-assessment.html) if needed. (Pre-employment Drug and Alcohol Testing and [Physical Skills Assessment Testing](https://www.hr.txstate.edu/manager-toolkit/recruitandhire/how-to-screen/Physical-Skills-Assessment.html) are specific to certain positions.)
* Verify required credentials, if applicable.

**SCHEDULE ONBOARDING**

* Determine start date. All staff employees will start on a Monday due to (N.E.W.) New Employee Welcome.
* Hiring managers are responsible for registering the new employee for New Employee Welcome. Visit the [Onboarding New Staff](https://www.hr.txstate.edu/manager-toolkit/onboarding.html) website for onboarding resources and checklists, and to schedule your new hire for N.E.W.