

Texas State

Application Process

What happens after submitting a job application?

1 POSITION CLOSES

The position will close on the date indicated on the job posting (usually 10 days after the posting was published to the university website).

Some positions may be open until filled with no set closed date. Usually, a review date is set for priority application reviews.

Candidates may log in at any time to check the status of their application by logging back into PeopleAdmin and viewing their application.

2 MANAGER REVIEWS APPLICATIONS

The department hiring manager and/or a search committee will review the applications, screen, and score the applications based on the requirements published in the job posting in the field required qualifications. The scores will be noted in the university hiring matrix. The hiring matrix is a university process that the hiring manager and search committee must complete before selecting candidates for interviews.

3 INTERVIEW

The department will contact high scoring candidates to schedule an interview (candidates not invited to the interview will be notified at the end of the recruitment that they have not been selected).

The interview may be onsite, by phone, or by webcam. If the interview is by Skype or Zoom, we recommend checking your software and hardware to confirm it works before the interview.

QUESTIONS TO CONSIDER ASKING:

- confirm date and time for the interview
- who will be conducting the interview
- confirm location (address, building name, suite)
- parking most convenient to the interview location
- appropriate dress for the interview
- hiring decision timeline
- position start date

4 OFFICE SKILLS ASSESSMENT

The department may also schedule office skills assessments or ask you to contact Human Resources to schedule these tests.

For more information for office skills assessment, candidates may contact Talent Acquisition by email at talentair@txstate.edu

6 RECOMMENDATION FOR HIRE

The department will submit their hiring proposal and recommendation for hire to Equity and Inclusion. This department completes an audit to determine if the selection process was completed based on the required qualifications for the position. Equity and Inclusion will review the applicant log, candidate statuses and the hiring matrix. After the review, they will approve the recruitment process or return it to the department for further inquiry.

At this point the department may notify the candidate that they are being recommend for hire pending final approval from Equity and Inclusion and Talent Acquisition (optional). This notification is not an offer but a notification of the intent to make an offer pending administrative reviews and approvals.

8 OFFER EXTENDED

The department will contact the candidate to extend an offer, some positions require drug testing, and physical skills assessments.

The hiring department will make arrangements for the onboarding steps.

5 EMPLOYMENT VERIFICATION

After an interview, the department will score the interviews, complete employment verifications, and ask candidates to complete a release for running a criminal history check. Sometimes departments will have candidates complete the release for a criminal history check at the interview.

7 RECOMMENDATION APPROVED

When the hiring proposal is approved by Equity and Inclusion, Talent Acquisition will run the criminal history check, review the history, and provide the department with an approval to make an offer.

9 NEW HIRE NEXT STEPS

Applicants will receive a welcome letter. ([sample welcome letter](#))

Applicants will be invited to HireRight to complete their I-9 Employment Eligibility Form and to set up their Net ID before coming onsite for the [New Employee Welcome](#) program.