Hiring Checklist
Classified & Unclassified Hourly Positions

Step 1 | Initiate a posting in PeopleAdmin.
- **Resource:** [PeopleAdmin User Guide: 'How to Create Postings']

Step 2 | Start forming a Search Committee.
- **Resource:** [Search Committee Best Practices]

Step 3 | After the position is posted, start reviewing applications.

Step 4 | Obtain approval from Human Resources (HR) on the applicants to be interviewed by changing their status to 'Recommend for Interview'.

Step 5 | After HR approval, contact applicants for the interview process.
- **Resource:** [Interviewing Guidelines and Best Practices]

Step 6 | Once a finalist is selected, conduct reference checks.
- **Resource:** [Reference Check Questions]

Step 7 | Before making an offer, initiate a Hiring Proposal.

Step 8 | If approved, make a verbal offer contingent on background check and education verification.
- **Resource:** [Background Check FAQs]

Step 9 | If offer is accepted, send the Hiring Proposal back to HR to initiate the background check process.

Step 10 | The Talent Team initiates background check process and notifies the hiring department.

Step 11 | Once results are received, initiate a Personnel Action Form (PAF) and send to Business Manager along with a copy of signed offer letter. **NOTE:** For Classified positions, HR initiates the offer letters.
- **Resource:** [Template Offer Letters]

Step 12 | Upon receiving the PAF, the Talent Team notifies the applicants who were not selected for the position; then fills the position.

For assistance, please contact the Talent Team at x2122 or x3843.