

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.

- Resource: [PeopleAdmin User Guide: 'The Search Process and Hiring Proposal'](#)

Step 4

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

- Resource: [PeopleAdmin User Guide: 'The Search Process and Hiring Proposal'](#)

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.

- Resource: [PeopleAdmin User Guide: 'The Search Process and 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. **ALL NEW HIRES MUST START ON AN [ORIENTATION DATE](#).**

- Resource: [PeopleAdmin User Guide: 'The Search Process and Hiring Proposal'](#)

Step 10

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

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.**

Step 11

- 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.