## Hiring Checklist

### Classified & Unclassified Hourly Positions

| Step 1 | Initiate a posting in PeopleAdmin.  
• Resource: [PeopleAdmin User Guide: ‘How to Create Postings’](#) |
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| 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 HR EEO on the applicants to be interviewed by changing their status to 'Recommend for Interview'.  
| Step 5 | After HR EEO 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. **ALL NEW HIRES MUST START ON AN ORIENTATION DATE.**  
| Step 10 | The Talent Team initiates background check process and notifies the hiring department.  
• **Resource:** [Template Offer Letters](#) |
| 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.  
• **Resource:** [Template Offer Letters](#) |

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