## 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 HR EEO 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. **ALL NEW HIRES MUST START ON AN ORIENTATION DATE.**


### 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.**