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.
• 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.

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.