## Hiring Checklist

**Unclassified Salaried & Faculty 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 Office Equity & Inclusion (OEI) on the applicants to be interviewed by changing their status to ‘Recommend for Interview’.

### Step 5
After OEI 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 an offer letter and send to Business Manager. **NOTE:** For Faculty positions; send offer letters to the Office of Associate Provost.
- **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.

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