Initiate a posting in PeopleAdmin.

- Resource: PeopleAdmin User Guide: 'How to Create Postings'

Start forming a Search Committee.

- Resource: Search Committee Best Practices

After the position is posted, start reviewing applications.


Obtain approval from Office Equity & Inclusion (OEI) on the applicants to be interviewed by changing their status to 'Recommend for Interview'.


After OEI approval, contact applicants for the interview process.

- Resource: Interviewing Guidelines and Best Practices

Once a finalist is selected, conduct reference checks.

- Resource: Reference Check Questions

Before making an offer, initiate a Hiring Proposal.


If approved, make a verbal offer contingent on background check and education verification.

- Resource: Background Check FAQs

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.


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

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

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.