STAFF HIRING CHECKLIST

Whether filling a vacancy or a new position, use the following checklist to guide you through the hiring process. Contact HR Compensation (hrcompensation@tcu.edu) or HR Talent (hrtalentacquisition@tcu.edu) for assistance.

POST THE JOB

- ☐ Review an existing position description (PD) in PageUp by searching in the PD library, or contact HR Compensation if you need to create a new PD.
- ☐ Thoroughly review the PD before clicking "Recruit for position," or contact HR Compensation if you need to request updates to the PD.
- ☐ Use the PD number (e.g., PD-1234) given by HR Comp to raise the requisition in PageUp.
    - ▪ HR Talent posts the job after the approval process is complete.

⚠ Revisions made **after** the job has been posted may require starting the requisition again.

SCREEN AND INTERVIEW CANDIDATES

- ☐ Review applications as they are submitted.
    - ▪ Disposition the applicants that do not initially meet the minimum requirements.
- ☐ Conduct screening and/or interviews.
    - ▪ Update applicants' statuses as they move forward (e.g., *Final Interview, Not Selected*).
- ☐ Identify and select the final candidate.

☆ **Tip:** Request HR Talent to take the job posting down once you begin interviews.

✔ **Best Practice:** Personally contact candidates that were interviewed but not selected to keep bridges open and encourage them to explore other opportunities at TCU.

PREPARE AND EXTEND THE OFFER

- ☐ Prior to the verbal offer, email HR Compensation for a salary recommendation.
    - ▪ Attach the candidate's resume and include other information you may have about the candidate's experience level.
- ☐ Extend the verbal offer to the candidate, including salary and potential start date information.
    - ▪ Update applicant's status in PageUp (e.g., *Verbal Offer Accepted/Declined*).
- ☐ Email HR Talent to initiate a background check if the candidate accepted the verbal offer and is *not* a current employee.
- ☐ Disposition the remaining candidates by marking them as *Not selected*.

☆ **Tip:** View the status of the background check in PageUp any time.

- ☐ Create the offer card concurrent to HR Talent running the background check (or physical).
    - ▪ Choose one of the approved start dates when creating the offer card.
    - ▪ HR Talent approves and extends the formal offer to the candidate once the approval process is complete.

⚠ Candidates must accept the written offer **and** complete the new starter form to receive an ID number.

ONBOARD YOUR NEW HIRE

- ☐ Call or email your new hire to share information about their first day (e.g., start date/time to meet, address to building, parking instructions, dress code, contact information).
- ☐ Advise your new hire to complete Form I-9 at the HR office on or before their start date.
- ☐ Review the orientation schedule and make plans accordingly with department/team.
- ☐ Contact HR Talent to close the job in PageUp.