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 or contact HR Compensation to create a new PD.
- ☐ Contact HR Compensation if you are ready to recruit or need to update a PD.
- ☐ Thoroughly review the PD before HR Compensation uploads it to PageUp.
- ☐ 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 may not initially meet the minimum requirements.
- ☐ Conduct screening and/or interviews.
  - ▪ Contact candidates moving forward in the hiring process.
  - ▪ Change 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 have selected a candidate.

◎ **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, contact HR Compensation regarding appropriate salary or pay rate.
  - ▪ Send the candidate's resume and recommendations for salary to HR Compensation.
- ☐ Extend the verbal offer to the candidate, including salary and start date information.
  - ▪ If verbal offer is accepted, change status to *Verbal Offer Accepted*.
  - ▪ If verbal offer is not accepted, change status to *Verbal Offer Declined*.
- ☐ Contact HR Talent to initiate a background check if the candidate accepted the formal offer and is not a current employee.

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

- ☐ Create the offer card concurrent to HR Talent running the background check.
  - ▪ Contact HR Talent for assistance if needed.
  - ▪ HR Talent approves and extends the formal offer to the candidate once the approval process is complete.

☆ **Tip:** Candidate must accept the offer and complete the new starter form to receive an ID number.

ONBOARD YOUR NEW HIRE

- ☐ Advise your new hire to complete Form I-9 at the HR office on or before their start date.
- ☐ Call or email your new hire to share information about their first day (e.g., start date/time, address to building, parking instructions, dress code).
- ☐ Disposition the remaining candidates by marking them as *Not Selected*.
- ☐ Contact HR Talent to close the job in PageUp.