

# STAFF HIRING CHECKLIST

Whether hiring a full-time, part-time, or temporary staff member, use the following checklist to guide you through the hiring process.



## POST THE JOB

- Obtain approval from your department leadership to fill the vacant or new position.
- [Sign up](#) for Selection Committee Training, which is required every three years. (Your search committee must also sign up and attend the training).
- Vacant Position:* Thoroughly review an existing position description (PD) in PageUp ([see step 5-8](#)), and contact HR Compensation if revisions are needed.
- New Position:* Contact HR Compensation to assist in drafting a new position description.
- [Raise the job requisition](#) using the PD number (e.g., PD-1234) given by HR Compensation after drafting/revising the PD.
- ✓ HR Talent posts the job immediately after the approval process is complete unless otherwise notified by the department.
- ⚠ **Note:** Revisions to the requisition or posting requested **after** the job has been approved and posted may require restarting the job requisition.



## SCREEN AND INTERVIEW CANDIDATES

- Review applications as they are submitted timely.
  - [Disposition the initial applicants](#) that do not meet the minimum requirements.
- Conduct screening and/or interviews using hiring rubrics.
  - Update applicants' status as the search progresses (e.g., *Second Interview, Final Interview*).
- ★ **Tip:** Contact HR Talent to take down the job posting once you **begin** interviews/have sufficient applicants.
- Identify and select the final candidate, updating their status to *Recommend to Hire*.
- ✓ **Best Practice:** Personally contact candidates who were interviewed but not selected to keep bridges open and encourage them to explore other job opportunities at TCU.



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## PREPARE AND EXTEND THE OFFER

- Before extending a verbal offer, email HR Compensation to inquire about a salary recommendation.
  - Attach the candidate's resume and include the desired salary range (or pay rate for temporary employees) for the candidate.
- Extend the verbal offer to the candidate, including the salary approved by HR Compensation/your department 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 accepts the verbal offer and is **not** a current employee.
- ★ **Tip:** View the [status of the background check](#) in PageUp at 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.
- [Disposition](#) the remaining candidates in the pool by marking them as *Not Selected*.
- ✓ HR Talent approves and extends the formal offer to the candidate once the background check **and** approval process are complete.
- ⚠ **Note:** Candidates must accept the written offer **and** complete the new starter form through the applicant portal to receive an ID number.



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## ONBOARD YOUR NEW HIRE

- Disposition any remaining candidates, and contact HR Talent to close the job requisition in PageUp.
- 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 [onboarding schedule](#) and make plans accordingly with your department/team.
- Prepare the workspace for your new colleague.