

TEXAS WOMAN'S UNIVERSITY FY20-21 STAFF SEARCH AND APPOINT CHECKLIST

	Action	Person/Group Responsible
	Submit the Vacancy and Job Description (Special job duties)	Department Chair/Support Staff
	Post the position	HR Recruitment Personnel
	Underutilized job group (add recruiting good faith efforts) by focusing advertising to underrepresented/underutilized job groups	HR Affirmative Action, HR Compliance
	Develop Staff Applicant Selection Matrix (criteria and point values) and interview questions related to selection criteria. Submit to HR Recruitment Personnel.	Department Chair/Search Committee
	Review all applications/résumés through iRecruitment. See Reference Guide for Reviewing and Progressing Applicants.	Search Committee
	Interview selected candidates (Skype, telephone and/or on-campus).	Search Committee
	Complete staff selection matrix, conduct reference checks on selected candidate, update status of selected candidate, and upload documentation in iRecruitment. See reference guide for reviewing and progressing applicants.	Department Chair/Search Committee
	Once the background check is completed with satisfactory results, HR Recruitment personnel will contact the candidate to extend an employment offer. Hiring departments may extend an offer for positions at the Director level and above.	HR Recruitment Personnel
	When the candidate accepts the position, HR personnel will notify the department by email of the acceptance, the start date, and the date the candidate has been scheduled for New Employee Orientation. Note: NEO is mandatory.	HR Recruitment Personnel
	Initiate a Manager Self-Service Transaction Form (MSS - PTF).	Hiring Department
	Update remaining applicants in iRecruitment.	Hiring Department
	Close vacancy	HR Recruitment Personnel