TEXAS WOMAN'S UNIVERSITY
STAFF SEARCH CHECKLIST

#	Action	Person/Group Responsible
1	Enter the staff vacancy by submitting the request through Oracle iRecruitment. The vacancy will be forwarded through Oracle to the next approver. If the search is to fill an existing position, please attach the resignation letter and any other documentation to the vacancy (Review page – Add Document). Any deviation from this policy must be approved by the Office of Human Resources. For staff positions that are numerous across campus (i.e., secretary, senior secretary), the job description on file with Human Resources will be reflected on the vacancy. If the staff position is a singular position on the campus (i.e., Manager of Recruitment), the job description will not be reflected on the vacancy form. The description will be added by HR after vacancy is approved. If the department would like to update a job description, please contact the Compensation team.	Hiring Manager
2	Once the position has been through all approval levels, HR Recruitment personnel will review and post the position.	HR Recruitment personnel
3	Full-time and Part-Time regular positions require posting on the TWU website for minimum of 10 business days (including one weekend). If the position requires a degree, the position will also be posted on HigherEdJobs.com.	HR Recruitment personnel
4	If you were notified this position is part of an underutilized job group, consider adding recruiting good faith efforts.	Institutional Equity Manager
5	If the Hiring Department would like the position advertised in other resources, they must contact HR Recruitment personnel for guidance. All job postings must be approved by HR Recruitment personnel prior to posting the position.	Hiring Manager
6	Develop a list of interview questions. Submit these questions to HR Recruitment personnel **before** the interviewing process begins.	Hiring Manager/ Search Committee
7	Determine criteria for selection and point values to be assigned in the *Staff Applicant Selection Matrix* **before** the interviewing process begins. Submit the proposed matrix to HR Recruitment personnel **before** the interviewing process begins.	Hiring Manager/ Search Committee
8	Review all applications/resumes through iRecruitment. See Reference Guide for Reviewing and Progressing Applicants.	Hiring Manager/ Search Committee
9	**Employment Preferences:** Veteran and Former Foster Youth During the application/resume review process and **prior** to interviewing candidates, the Hiring Manager or a Search Committee member must run a SQL report to determine if any applicants qualify and self-identify for one of the preferences. See number 6 in the Reference Guide for Reviewing and Progressing Applicants for instructions to run the report. Request access from HR Recruitment personnel, if necessary. Please refer to the notification email from Tony Yardley, Manager Institutional Equity for additional information regarding interviewing candidates with a Veteran or Former Foster Youth Preference (Employment Preference Memo to Hiring Officials).	Hiring Manager/ Search Committee
10	Interview selected candidates that have submitted application for the specific vacant position.	Hiring Manager/ Search Committee
11	Complete the *Staff Applicant Selection Matrix*, including all candidates who were interviewed on campus.	Hiring Manager/ Search Committee
12	Once the interviewing process is complete, select the most qualified candidate and conduct reference checks. Use the Reference Check Form and the employment history located on the application as guides. A minimum of three (3) work related references **must** be contacted by the Hiring Department. Exceptions may be made with internal	Hiring Manager or support employee

	candidates applying for promotion or transfer. It is recommended to speak with the current supervisor if the selected candidate is internal.	

14	When a final candidate has been selected and acceptable references obtained, update the candidate's status to: Staff: Hiring – Recommendation Proposed by Hiring Manager (see page 9 in the Reference Guide for Reviewing and Progressing Applicants). Upload the following documents through iRecruitment:
	    a) a copy of the interview questions and answers for all interviewees;
	    b) three (3) employment references for the selected candidate;
	    c) completed Staff Selection Matrix;
	    d) EEO Compliance Review Hiring Evaluation Checklist;
	    e) Hiring Exception Form (if applicable); and
	    f) Return to Work TRS Retiree Surcharge Authorization Form (if applicable).
	Additional information and links to the documents listed above can be found at: https://servicecenter.twu.edu/TDClient/KB/?CategoryID=6606.
		Hiring Manager/ Search Committee

15	A background check will be completed by HR Recruitment personnel on the selected candidate. Recruitment will use signed NAO for authorization from the candidate. Please note: Out of state background checks may take several days longer to complete.	HR Recruitment personnel
16	Once HR Recruitment personnel **receives all of the documents** listed in step #14 and the background check is completed with satisfactory results, HR Recruitment personnel will then contact the candidate to extend an employment offer. **An offer will not be made until all documents are received by HR Recruitment personnel. Hiring departments may extend an offer for Director and above position.**	HR Recruitment personnel
17	Once an applicant has accepted a position, HR Recruitment 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
18	All applicants, including those that were interviewed must receive a disposition code and change reason through iRecruitment (see page 6 of the Reference Guide for Reviewing and Progressing Applicants).	Hiring Manager or support employee
19	The HR Recruitment personnel will handle all Employment Offer Letters (EOL) for positions *at/below* director level. Under no circumstance should an offer of employment (inferred or implied) be extended by the hiring manager/ hiring department for any other positions (See step 16).	HR Recruitment personnel
	Director level positions and *above* can use template Employment Offer Letter (EOL) that HR will forward to the Hiring Manager upon request. The Hiring Manager will complete the letter and forward it to the selected candidate. A copy of the EOL **must** be sent to the HR Recruitment personnel for the hiring file. The EOL, Job Description (JD), and any other necessary documents will be required to be acknowledged and accepted with required applicant signatures and submitted to HR Records by employee.	Dean/ Associate Vice President/Vice President of the Division
20	Initiate a Manager Self-Service Transaction Form (MSS - PTF).	Hiring Manager/ Support Staff
21	The new employee will be required to attend new employee orientation (NEO) within the first 30 days of employment. The Office of Human Resources will schedule this session and will include the NEO dates on the Employment Offer Letter (see step 17). The hiring department needs to make sure that the employee attends new employee orientation (NEO). NOTE: If a change needs to be made to the orientation date, please contact the Manager of Employee Development.	HR Recruitment personnel/Hiring Manager/ Manager of Development