

TEXAS WOMAN'S UNIVERSITY STAFF SEARCH CHECKLIST

Completed	#	Action	Person/Group Responsible
	1	Complete a Personnel Vacancy Form (PVF). Obtain all necessary signatures before routing the PVF to the Office of Human Resources (HR). * Remember to include an updated job description.	Hiring Manager
	2	In HR, the PVF and updated job description will go to the Manager of Compensation & Classification to review the replacement or new position, as well as reviewing the salary and job description.	Manager of Compensation and Classification
	3	PVF then goes to the Manager of Recruitment & Selection for Job Code number and advertisement. Full-time positions will be posted on the TWU website for 10 days. Denton positions will be listed in the Denton Record Chronicle on Sundays.	Manager of Recruitment and Selection
	4	If the Hiring Department wants the position advertised in other resources, they should contact the Manager of Recruitment & Selection for guidance. Advertisements must be approved by the Manager of Recruitment & Selection in HR prior to advertising.	Hiring Manager
	5	Copies of the completed PVF and job description will be sent to the Hiring Manager via intercampus mail. Employment application forms and hiring forms will be sent to the Hiring Manager via email.	Manager of Recruitment and Selection
	6	Complete and submit to the Manager of Diversity & EO a copy of the Workforce Diversity Hiring Evaluation Checklist for review. Additional advertising may be required if the applicant pool lacks diversity.	Hiring Manager
	7	Develop a list of interview questions. Submit these questions to the Manager of Recruitment & Selection before the interviewing process begins.	Hiring Manager
	8	Determine criteria for selection and point values to be assigned in the <i>Staff Applicant Selection Matrix</i> before the interviewing process begins.	Hiring Manager
	9	Review all qualified resumes in the Staffjobs file and identify qualified applicants. The Diversity Officer will also have access to these files for applicant review.	Hiring Manager/ Diversity Officer
	10	Interview selected candidates. Applicants who are called for an onsite interview by the Hiring Department must complete the employment application packet while at the Hiring Department (we recommend 30 minutes before the start of the interview). Hiring Department administrative support employees will have the option to e-mail application packets forms to applicant(s) before the onsite interview. Internal candidates will complete the blue employment application form for promotions and transfers.	Hiring Manager and other selected department staff/ supervisor(s) who may be working with the candidate
	11	Applications and the accompanying forms should be checked for completeness and signatures.	Hiring Manager or support employee
	12	NOTE: Certain Facilities and Wellness Center positions for which "applications only" are	Office of Human Resources

		accepted will be clearly designated on the website or in the job vacancy notebooks located in the HR lobby. Applications must be submitted in person in the Office of Human Resources located at 1219 Oakland, Denton, TX. Copies of qualified applications will be forwarded to the Hiring Manager.	
	13	Complete the <i>Staff Applicant Selection Matrix</i> , including all candidates who were interviewed.	Hiring Manager
	14	Once the interviewing process is complete, select the most qualified candidate and begin the reference checking. Use the Reference Check Form and the employment history located on the back of the application as guides. A minimum of three (3) work related references must be contacted by the Hiring Departments. Exceptions may be made with internal candidates applying for promotion or transfer.	Hiring Manager or support employee
	15	When a final candidate has been determined and acceptable references obtained, send the following documents to the Manager of Recruitment & Selection: the original employment applications for everyone who interviewed for the position (in-house applicants complete the "blue application" for promotions & transfers); a) a copy of the interview questions; b) three (3) employment references; c) completed Application Summary form; d) completed Staff Matrix form; e) Exception Form (if applicable).	Hiring Manager
	16	A minimum criminal background check (information already available in the public domain) will be completed by HR employment personnel on the final selected candidate. Employment personnel will complete employment verification and verification of an applicant's educational credentials when applicable. An applicant can satisfy this requirement by providing copies of all transcripts and diplomas. Otherwise, HR employment personnel will verify the applicant's educational credentials using the pre-signed NAO authorization. Please note: out of state background checks may take up to 3 days to complete.	Manager of Recruitment and Selection or support employee
	17	Once employment personnel receives all of the documents in step #13 and the background check is completed with acceptable results, the Manager of Recruitment and Selection will contact the candidate and the employment offer will be extended.	Manager of Recruitment and Selection
	18	Once an applicant has accepted a position, HR will notify the department of the acceptance, the start date, and the date the candidate has been scheduled for New Employee Orientation.	Manager of Recruitment and Selection
	19	Applicants who were interviewed but not selected should receive a rejection letter, using the sample rejection letters provided by HR.	Hiring Manager or support employee
	20	The HR employment personnel will handle all	Manager of

		<p>Employment Offer Letters (EOL) for positions <i>at/ below</i> director level. Under no circumstance should an offer of employment (inferred or implied) be extended by the hiring manager/ hiring department.</p> <p>Director level positions and <i>above</i> 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 applicant. A copy of the EOL must be sent to the Manager of Recruitment & Selection for the hiring file. The EOL, Job Description (JD), and Hiring Checklist (HC) will be required to be acknowledged and accepted with required applicant signatures.</p>	<p>Recruitment and Selection</p> <p>Dean</p>
	21	Initiate a Personnel Transaction Form.	Hiring Manager

Revised **06/15/07**