



## Full-Time and Part-Time Staff Hiring Procedures

### Initial Posting - Completed by Hiring Manager

- 1) Create a job posting request in Texas Wesleyan PeopleAdmin site at ([txwes.peopleadmin.com/hr](http://txwes.peopleadmin.com/hr)).
- 2) To create a job posting, click on *Postings* from the top menu and select *Create a New Texas Wesleyan Posting*.
  - a. To create a job posting for a position that has previously been posted in PeopleAdmin with a job description that has not changed, select *Create from Posting* to use the previous format (skip to step 12).
  - b. To create a job posting for a position that has never been posted before, or for a position with an updated job description, select *Create from Position Type*.
    - i. Enter the title and department of the position, and select *Create New Posting* - on this page, make sure that the checkboxes next to *Accept online applications?* and *Allow supporting documents to be uploaded to applications?* are both selected.
    - ii. Please contact HR if you are not sure if your posting should not be accepting online applications.
- 3) Complete *Position Details*, which makes up the body of your job posting.
  - a. Fields with asterisks are required.
  - b. The fields in the *Position Information* section correspond with the sections of your job description.
    - i. Every field entered up to the EEO statement will appear to applicants.
    - ii. All salary information is for internal users only.
  - c. Once you have completed all the fields, you will select *NEXT* to move on, or *SAVE* to come back later to finish the posting request.
- 4) Complete *Budget Information* page which allows you to put in your budget information for the position.
  - a. Select the *Add Budget Summary* button.
  - b. Enter all the required budget information.
  - c. If the budget is split between two separate accounts, select *Add Budget Summary* again to enter additional information.
- 5) Complete *Screening Questions* form allows you to post individual questions that can be used to qualify/disqualify candidates, or rank candidates according to their answer.
  - a. If you are not adding screening questions in this section, you may select *NEXT*.
  - b. If you are using screening questions, you may create questions on your own, or select from the preexisting questions.
    - i. There are two types of questions:

1. Open Ended - candidates may give a long form answer to your questions.
  2. Pre-Defined - candidates have a list of pre-defined answers to choose from.
- 6) Complete *Documents Needed to Apply* section which allows the selection of items required for the candidates to submit.
  - a. Resume and Cover Letter should always be required.
- 7) Optional - *Guest User* section is only used if you want to allow viewing access to the posting for someone that is not an employee of the University. This section will create a log in specific for this particular position.
- 8) Attach most current job description to *Internal Posting Documents*.
- 9) Complete *Search Committee* section by adding an employee you would like to be a part of the search for your candidate. The search committee is able to view applicants, but cannot make any workflow changes.
  - a. If an employee already has the Search Committee Member permission, you can look them up in the Search to assign them to the position.
  - b. If the employee does not have that permission, you can enter them into the New Search Committee Member, and that will give them Search Committee Member access.
- 10) Review all the information on the *Summary* page.
  - a. If you need to make corrections, click on the *Edit* button above the section that needs editing.
  - b. Once you have edited the sections, you would select the *Summary* button.
- 11) Complete and submit the posting request by selecting the orange *Take Action On Posting* button.
  - a. To save the draft for later, you may select *Keep Working On Posting*.
  - b. To send the draft for approval, you would select *Submit for Approval (Approver 1)*.
    - i. A pop up screen will allow you to select the Department Head for approval. Select the appropriate approver, and then select *Submit*.

### **Approval Process**

- 1) Department Head (Approver 1), who reports directly to Executive Staff, approves.
- 2) Executive Staff Member (Approver 2) approves. Executive Staff consists of all Vice Presidents, the Provost, the Chief of Staff and the University President.
- 3) Finance/Payroll, who determines the budget for the position and that the salary range corresponds with budget, approves.
- 4) Human Resources, verifies the following and approves:
  - i. Most current job description is attached.
  - ii. Position number posted with the job.
  - iii. Correct FLSA status (exempt or non-exempt).
  - iv. Approve all supplemental questions and search committee members.
  - v. Ensure all documentation from Finance/Payroll has been attached.

**Special Note:** If there are any modifications needed with the posting, HR will move the posting back to the appropriate approval step.

## Position Posted

After the reviews and approvals, the position posting is active for candidates to view on the *Texas Wesleyan Employment Opportunities* website.

## Hiring Manager Applicants Review

**Effective October 17, 2016, Hiring Managers must complete the face to face Interview Skills and Compliance Training before selecting candidates for interviews.** Please contact Human Resources at 817-531-4403 to schedule the training.

- 1) Select the *Postings* tab on your homepage. Select the open job posting. Select the *Applicants* tab. This will allow you to view all the applicants for the position.
- 2) To view applicant answers to the supplemental questions from the Applicants tab, select the orange *Actions* button. Select *Download Screening Question Answers*. This will give you an Excel spreadsheet with every applicants' answers to the supplemental questions you set during the job posting request.
- 3) As you make decisions on applicants, move applicants through the workflow to trigger outgoing messages. You have the ability to make bulk disposition changes to applicants.
  - a. Select the check box for *All Applicants*, or select a group of applicants individually.
  - b. In the orange Actions button, select *Bulk move* in workflow.
  - c. You will have option to move all candidates to one new workflow status, or the hiring manager can move candidates separately.
- 4) Applicant Workflow Statuses:
  - b. *Under review, Hiring Manager* - initial workflow status for all active applicants.
  - c. *Further Review* - applicants can be placed in this workflow status if the hiring manager would like to take a further look at the candidate before scheduling an interview.
  - d. *Not Interviewed, Not Hired* – if a candidate is not interviewed, they need to be moved to this workflow status, and the hiring manager must select a reason for not interviewing this candidate. This triggers an email to the candidate when then job is closed and filled.
  - e. *Interview* - candidates need to be moved to this workflow status before the candidates are contacted for an interview.
  - f. *Interviewed, Not Hired* - this workflow status is for any candidate that was invited to an interview, but not hired. This workflow status generates a different automated email to candidates that have been interviewed, but not hired.
  - g. *Finalist* - move candidates after their initial interviews to this workflow status.
  - h. *Recommend to Hire* - move the candidate(s) that you wish to hire to this status to being the hiring proposal process.

- 5) Once all the interviews have been conducted, you will need to scan each interviewed candidates interview notes and documentation, and then upload those to each candidates' profile.
  - a. After scanning the documentation, go to the applicant's profile. Select the *Supporting Documents* tab.
  - b. Upload the documentation to the candidate's profile in this area.

### **Hiring Proposal**

- 1) When the candidate enters the *Recommend to Hire* workflow status, a link to Start the *TWU Hiring Proposal* will appear. Select the *TWU Hiring Proposal* link. Once a hiring proposal has been started, the job posting will close.
- 2) On the first page of the hiring proposal, you will be required to enter information into several fields:
  - a. *Reason for selection of Candidate* - Enter detailed reason of why the candidate was selected. This is an opportunity to document in PeopleAdmin the reasoning behind selecting your candidate over all the others.
  - b. *Annual Salary/Hourly Salary/Hours per Week* - Enter the actual salary information and hours worked for your candidate. This information will be used to populate the candidate's offer letter.
  - c. *Actual Start Date* - Enter the agreed upon first day that the employee will work at Texas Wesleyan. This field will also be used to populate the offer letter for the candidate.
  - d. *Will the Employee drive a University Vehicle?* - HR needs this information to know what kind of background check(s) to run for the new candidate.
  - e. *Supervisor/Contingent Supervisor* - Both these fields need to be filled out, and they should be two different employees.
- 3) Submit Hiring Proposal for approval to Department Head.

**Special Notes:** *Hiring Proposal Documents* are for internal use. The *Hiring Proposal Summary* allows the hiring manager to view all the information they have provided. If there is anything that needs to be edited, you may edit before submitting the Hiring Proposal for approval.

### **Hiring Proposal Approval**

- 1) Department Head (Approver 1), who reports directly to Executive Staff, approves.
- 2) Executive Staff Member (Approver 2) approves. Executive Staff consists of all Vice Presidents, the Provost, the Chief of Staff and the University President.
- 3) Finance/Payroll, who determines the budget for the position and that the salary range corresponds with budget, approves.
- 4) Human Resources, verifies the following and approves:
  - i. Correct FLSA status (hourly or annual)
  - ii. Verifies hours per week and salary
  - iii. Ensure all documentation from Finance/Payroll has been attached
- 5) Human Resources creates an offer letter, contacts the candidate, and marks the posting as *Filled* in PeopleAdmin.

**Special Note:** If there are any modifications needed with the posting, HR will move the posting back to the appropriate approval step.