

UTC Hiring Procedures:

Regular Faculty, Regular Staff, Term, & Student Employees

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Student Hiring Process

To initiate the Student hiring process, determine which of the following categories the student meets below and complete the initial required form as well as the remaining four required forms described.

- If the student has never worked for the university before then the *Student Hire Short Form* must be completed and submitted to HR to get the student inputted into the university payroll system.
*Note: You can list more than one student being hired on the Short Form if all listed students have never worked for the university before and all students will be paid from the single account number listed on the submitted Short Form.
- If the student has previously worked for the university and has been previously inputted into the university payroll system but is not currently employed by another department then an *Initial Hire/Rehire* form must be completed and submitted to HR.
- If the student is currently working for another department on campus then the *Personnel Change Form* must be completed and submitted to HR to add the new hiring department account number to the payroll system. *In this scenario, only the *Personnel Change Form* is required and the 4 additional documents listed below are not needed.*

How do you know if a student is already in the university payroll system or currently working for another department? Call Human Resources to verify this information at 425-4221.

Once the appropriate form has been selected from the three options above, it must be completed in addition to the (1) *W4 Form*, (2) *I9 Form & Supporting Documentation*, (3) *Direct Deposit Form*, and (4) *Personal Data Form* and submitted to HR within the first 3 days of student employment.

Any Student working in Housing must also complete the university background check process prior to the first date of employment. Any Student working in the Children's Center must undergo a background check procedure specific to Children's Center employment: Details may be found on UTC's School of Education website.

All required payroll documents listed above can be found among the HR Payroll Forms website at <http://www.utc.edu/Administration/HumanResources/Payroll/index.php>

Term Hiring Process for Staff & Adjunct Faculty

To initiate the Term hiring process, the hiring department must determine if a position currently exists within the IRIS system for the new employee to occupy by following the steps outlined below.

- Access PPOS_OLD in IRIS to view existing positions within your department: Enter the E account associated with the hiring department into the Organizational Unit text field, then click Enter. Next, Double-Click on the name of the department that appears in the new window and a new screen will appear to display all existing positions for the specified department. Identify the desired existing position number and title.
- If a position for the new hire does not exist within the IRIS system then you must contact Jina Johnson, Office of Human Resources, for assistance in creating the position at 425-4221/425-4014.

Once the Term employee's position has been selected/created, the (1) *Initial Hire/Rehire Form*, (2) *W4 Form*, (3) *I9 Form & Supporting Documentation*, (4) *Direct Deposit Form*, and (5) *Personal Data Form* must be completed and submitted to HR within the first 3 days of the term employee's employment.

All required payroll documents listed above can be found among the HR Payroll Forms website at <http://www.utc.edu/Administration/HumanResources/Payroll/index.php>

If the Term employee is a non-citizen then contact the Office of Human Resources for additional required paperwork at 425-4221.

Any Term employee working in Housing must also complete the university background check process prior to the first date of employment. Any term employee working in the Children's Center must undergo a background check procedure specific to Children's Center employment: Details may be found on UTC's School of Education website.

Regular Staff Hiring Process

All Regular Staff hiring processes are managed with Taleo, the university's online applicant tracking system. The Taleo Training Toolkit is located at:

<http://www.utc.edu/Administration/HumanResources/toolkits1.php>

To initiate the Regular Staff hiring process, follow the steps outlined below.

If the position is new to the hiring department then a Position Description Questionnaire (PDQ) must first be completed and reviewed by Human Resources. Once the PDQ is finalized, HR will initiate the requisition in IRIS which will then be loaded in Taleo. HR will complete the requisition in Taleo by adding names of search committee members and advertising content provided by the hiring department. However, if the position already exists and a new PDQ is not created then the hiring department will begin the process with Step 1 below.

1. Department initiates a requisition using the IRIS Position Create/Change e-form: ZPOSITION000. Approval is completed in IRIS and the requisition is loaded in Taleo.

- Hiring department will collaborate with HR to confirm advertisement content before vacancy is posted.
- Hiring department will provide the names of search committee members to HR at this time. Names will be added to requisition in Taleo.
- HR completes the approved requisition in Taleo.

Refer to slides 5-15 of the Taleo Training Toolkit for step-by-step instructions for initiating the requisition in IRIS

*** Refer to slides 16-25 of the Taleo Training Toolkit for step-by-step instructions for viewing your requisition in Taleo***

2. Vacancy is posted to UTC website for a minimum of seven (7) days.

- Applicants may search and apply for positions online.

3. HR manages online applications.

- Hiring department will request HR to review and release incoming applications.
- HR will screen for minimum qualifications before releasing to department or search committee. Hiring department can request that separate e-mails be sent per qualified candidate containing the application, resume, cover letter, or any attachments provided by the candidate during the application process or the hiring department and search committee members can access all candidate materials within the Taleo system.

Refer to slides 26-41 of the Taleo Training Toolkit for step-by-step instructions for viewing applications by email or within the Taleo system

4. Department/Search Committee reviews applications and chooses whom to interview.

- Exempt positions require a one-stop approval of the interview pools (primary & secondary) by the Office of Equity and Diversity (OED) before the interviews are scheduled with applicants. Communication of interview pools and approval is done within Taleo. OED also requests that each exempt search committee submits a copy of interview questions, potential interview dates, and sample rating scales/rubrics used to determine the interview pool from all applicants released via email to Bryan-Samuel@utc.edu or Nicole-Brown@utc.edu at this time.
- Nonexempt positions do not require OED approval for interview pool.
- Department must ensure that all incoming applications have been requested and reviewed prior to selecting an interview pool. HR can discontinue advertising of position at any time if hiring department believes a sufficient applicant pool exists.

Refer to slides 42-60 of the Taleo Training Toolkit for step-by-step instructions for managing candidates in Taleo and requesting OED approval of exempt interview pools

5. Applicant Interviews are scheduled.

- Hiring departments must advance the candidates through a series of required steps and statuses to navigate the Taleo system selection process. The *Hiring Manager Interview-Interview Scheduled* step and status triggers an email to the applicants, requesting them to log into the Taleo system to complete the background check consent forms. All interviewed candidates must be placed in this step and status.

Please refer to slides 42-45 and 61-74 of the Taleo Training Toolkit for step-by-step instructions for managing candidates in Taleo and advancing them through the required steps and statuses

6. Hiring Department/Search Committee chooses the candidate for hire and submits a job offer request through the applicant tracking system.

- Hiring manager collaborates with Melanie-Sadler@utc.edu (x4729) to complete the job offer request worksheet within Taleo. HR initiates the submission.
- Approval is completed in IRIS.
- Background check results are reviewed by HR and communicated to the hiring department should information affecting hire be discovered.
- HR contacts the hiring department, indicating that a formal job offer can be extended.

*** Refer to slides 75-86 of the Taleo Training Toolkit for step-by-step instructions for advancing the final candidate within the Taleo system and submitting a job offer request***

7. The official job offer letter is initiated by HR within the Taleo System.

- Once offer is accepted, HR collaborates with hiring department to establish a hire date and schedule orientation for the new employee.
- All required employment paperwork ((1) *W4 Form*, (2) *I9 Form & Supporting Documentation*, (3) *Direct Deposit Form*, and (4) *Personal Data Form*) is initiated and collected by HR during the new employee's intake appointment within the first 3 days of employment.

8. Hiring department will close out the Taleo requisition by rejecting all unsuccessful candidates.

- More than one reason for rejection can be selected per candidate. Details can be provided in the *comments* section for documentation.
- More than one candidate can be rejected at the same time if the reason for rejection is the same.
- Candidates that decline to continue in the selection process must also be identified among the remaining pool.

Refer to slides 87-93 of the Taleo Training Toolkit for step-by-step instructions for rejecting unsuccessful candidates and closing the requisition

All hiring departments are encouraged to contact Laure Rodebaugh Pou, Talent Management Specialist, for any needed assistance in selecting search committee members, designing a selection process/timeline, developing rating scales/rubrics to assess candidates, developing interview questions, conducting reference checks, and documenting hiring decisions. Laure can be reached at 425-5742 or Laure-Pou@utc.edu

Regular Faculty Hiring Process

1. To initiate the Regular Faculty hiring process, the hiring department must complete the *Faculty Position Request Form "A"* and route it for signature approval.
 - Once the Dean's Signature is provided, the document should first be routed to Faculty Records for logging and tracking to ensure that all necessary approvals are obtained. A copy of this form can be requested from the Faculty Records office by contacting Vickie-Adkison@utc.edu (425-5373).
2. Once the position request is fully approved, the faculty search process will be managed electronically via SharePoint with oversight and guidance provided by the Office of Equity and Diversity (OED). OED will collaborate with the hiring department to obtain an itinerary for the search process, list of search committee members, list of advertising sources, list of interview questions, and a copy of the interview assessment instrument for recording keeping. Bryan-Samuel@utc.edu serves as the OED point of contact for all Regular Faculty hires.
3. Once a hiring decision is made, the *Faculty Hire Request Form "C"* must be completed and routed for signature approval before a job offer is extended to the desired candidate.
 - Once the Dean's Signature is provided, the document should first be routed to Faculty Records for logging and tracking to ensure that all necessary approvals are obtained. A copy of this form can be requested from the Faculty Records office by contacting Vickie-Adkison@utc.edu (425-5373).
 - Official transcripts should be requested from the candidate and mailed directly to Faculty Records from the institutions attended at the time the hire request is being processed. In addition, a full CV/Vita should also be requested from the candidate and mailed directly to Faculty Records at the time the hire request is being processed. If the hiring department receives either of these documents then they must be forwarded to Faculty Records in the original sealed envelope.
4. Once the hire request is fully approved, the hiring department generates an offer/contract letter with all necessary information and forwards a copy to Faculty Records. Faculty Records will transfer the contract letter to official letter head and route it to the Office of the Provost for approval and signatures. The contract letter is then routed back to Faculty Records and the hiring department is informed that it is ready to be distributed to the selected candidate.

Once the Regular Faculty member is appointed a start date, the (1) *Initial Hire/Rehire Form*, (2) *W4 Form*, (3) *I9 Form & Supporting Documentation*, (4) *Direct Deposit Form*, and (5) *Personal Data Form* must be completed and submitted to HR within the first 3 days of employment.

All required payroll documents listed above can be found among the HR Payroll Forms website at <http://www.utc.edu/Administration/HumanResources/Payroll/index.php>

If the Regular Faculty member is a non-citizen then contact the Office of Human Resources for additional required paperwork at 425-4221.

All Regular Faculty members must complete the university background check process prior to the first date of employment. The *Background Check Release Form* can be completed at the time of the faculty candidate interviews or mailed with the official faculty contract letter. Once completed, the form must be submitted to HR for processing. The Background Check Release form is located at <http://www.utc.edu/Administration/HumanResources/Forms/>