

# UTC Hiring Procedures

Network & Learn Event

March 28, 2013

# Session Outline

UTC Hiring Procedures For:

- Students
- Term (Staff & Adjunct Faculty)
- Regular Staff
- Regular Faculty

# Hiring Student Workers

First, determine if:

- The student has never worked for the university before ([Student Hire Short Form](#))
- The student previously worked for the university, but not currently ([Initial Hire/Rehire Form](#))

OR

- If the student is currently working for another department on campus ([Personnel Change Form](#))

**Don't Know? Call Human Resources at  
425-4221**

# Hiring Student Workers, cont.

Once the appropriate form has been selected from the previous three options, it must be completed in addition to the

- (1) [W4 Form](#),
- (2) [I9 Form & Supporting Documentation](#),
- (3) [Direct Deposit Form](#),
- (4) [Personal Data Form](#),

and submitted to HR within the first 3 days of student employment.

# **Questions pertaining to Student Hiring Process?**

# Hiring Term Employees (Staff & Adjunct Faculty)

**First, determine if a position number currently exists in IRIS for the new employee**

- Access PPOS\_OLD in IRIS to view existing positions within your department.

**Position doesn't exist?**

Contact Jina Johnson (x4014), Payroll Specialist, in Human Resources for step-by-step assistance in creating the position.

# Hiring Term Employees, cont.

**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.**

# **Questions pertaining to Term Employee Hiring Process?**



# Hiring Regular Staff

## **Step One:**

### **Is the position new?**

- If the position is new to the hiring department then a PDQ must be created and submitted for review to Human Resources.
- Once the PDQ is finalized, HR will initiate the Position Change/Create e-form in IRIS.

### **Is it an existing position?**

- Hiring department initiates Position Change/Create e-form in IRIS.

# Hiring Regular Staff, cont.

Position requisition completes IRIS approval process and is automatically loaded into the Taleo system.

HR requests job advertisement content and search committee members from hiring department to complete requisition in Taleo.

# Hiring Regular Staff, cont.

## **Step Two:**

Vacancy is posted to UTC website for minimum of 7 days.

## **Step Three:**

- HR manages online applications.
- Hiring department requests HR to screen applications for minimum requirements and release candidates for further consideration.

# Hiring Regular Staff, cont.

## Step Four:

- Interview pool is selected
  - Exempt vs. Non-Exempt requirements
- Hiring department must request the review/release of all new applications from HR prior to advancing to the interview phase.

## Step Five:

- Applicant interviews are scheduled
  - Taleo Step/Status: *Hiring Manager Interview/Interview Scheduled*

# Hiring Regular Staff, cont.

## **Step Six:**

- Hiring department informs HR of selected candidate.
- HR initiates Background Check process & assists hiring department in submitting the Job Offer Request Worksheet in Taleo.
- HR informs hiring department when verbal offer of employment can be extended to the desired candidate.

# Hiring Regular Staff, cont.

## **Step Seven:**

- Hiring department informs HR that verbal job offer was accepted and designates official start date.
- HR initiates official job offer letter within the Taleo system.

# Hiring Regular Staff, cont.

## 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.**

# Hiring Regular Staff, cont.

## Step Eight:

- Hiring department must close 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.

**Questions? Contact HR at 425-4221**



# **Questions pertaining to Regular Staff Hiring Process?**

# Hiring Regular Faculty

## Step One:

- Initiate faculty hiring process by completing *Faculty Position Request Form “A”* and routing it for signature approval.

## First Stop – Faculty Records for Processing!

- A copy of this form can be requested from the Faculty Records office by contacting [Vickie-Adkison@utc.edu](mailto:Vickie-Adkison@utc.edu) (425-5373).

# Hiring Regular Faculty, cont.

## **Step Two:**

Faculty search process will be managed electronically via SharePoint with oversight and guidance provided by the Office of Equity and Diversity (OED).

OED will request:

- Itinerary of search process
- List of search committee members
- List of advertising sources
- List of interview questions
- Interview assessment instrument

# Hiring Regular Faculty, cont.

## Step Three:

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.

**First Stop – Faculty Records for Processing!**

# Hiring Regular Faculty, cont.

*As Faculty Hire Request Form “C”* is routed for approval

- Hiring department requests official transcripts and Full CV/Vita from selected candidate to be mailed directly to Faculty Records.

# Hiring Regular Faculty, cont.

## Step Four:

### **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.

# **Questions pertaining to Regular Faculty Hiring Process?**

# Common Required Documents

**Four documents are common to all hiring processes:**

- (1) W4 Form,*
- (2) I9 Form & Supporting Documentation,*
- (3) Direct Deposit Form, and*
- (4) Personal Data Form*

**Background Checks required for Regular Staff, Regular Faculty, and any employee working in Housing or the Children's Center.**



**Thank You!**