

Recruitment and Selection Guidelines for Regular Staff Positions

Step 1: Job Requisition in IRIS

New Position:

If position is new to the hiring department (DEPT), a [Position Description Questionnaire \(PDQ\)](#) must be submitted to Human Resources (HR) for review.

- HR will communicate to DEPT recommended job title, pay grade and hiring range associated with new position.
- HR will initiate requisition in IRIS (Workflow approvals required), which will load into Taleo system to advertise position.
Proceed to Step 2: Job Posting

Existing Position:

If vacancy is an existing position for which current PDQ adequately describes the desired job duties:

- DEPT initiates IRIS Position Create/Change e-form transaction: **ZPOSITION000**
- Workflow approvals are completed in IRIS and requisition is loaded in Taleo for posting
- Proceed to Step 2: Job Posting

If revisions to the PDQ are necessary based on changes in job duties:

- DEPT submits revised PDQ to Human Resources for review.
- Once PDQ is evaluated, DEPT will initiate requisition in IRIS, which will load into Taleo system to advertise the position.
Proceed to Step 2: Job Posting

Step 2: Job Posting in Taleo

- HR will collaborate with DEPT to confirm advertisement content before vacancy is posted.
- DEPT will provide search committee names to HR. Three to five search committee members are recommended for each search process. HR will add names of search committee members to requisition in Taleo.
- Vacancy is posted to UTC employment website for a minimum of ten (10) calendar days.
Applicants may search and apply for positions online.
- DEPT may utilize additional external advertising resources to increase the applicant pool.
Approved advertisement content must be used without revisions.

Step 3: Review of Applications

- HR will review and release applications after 10-day minimum posting period has been met; or based on initial screening date or closing date indicated in the job posting.
- HR will screen applications for minimum and preferred qualifications as outlined in the approved advertisement before releasing qualified candidates to DEPT for further consideration. After initial screening is completed, DEPT must contact HR each time new applications need to be screened and released.
- After 10-day minimum posting period, DEPT may request that HR discontinue the job posting at any time it feels a sufficient applicant pool exists. The advertisement may also be reposted at a later date, if additional applications are desired. Otherwise, job posting will remain active on the UTC employment website, allowing new applicants to submit materials, until the DEPT requests its removal.
- Search committee members will access all candidate materials in Taleo, provided they are UTC employees with access to Taleo. Alternatively, for search committee members that do not have Taleo access, DEPT can request that separate e-mails be sent for each qualified candidate containing the application, resume, cover letter, or any attachments provided by the candidate during the application process.

Step 4: Interview Process

- DEPT must ensure that all new applications have been requested from HR and reviewed prior to selecting an interview pool. DEPT may request that HR discontinue advertising of position at this time, if desired.
- It is recommended that DEPT communicate the approved salary range to all potential interview candidates to gauge their interest in moving forward in the selection process before scheduling interviews.
- Communication of candidates selected for interview pools and approval is completed in Taleo by changing the step/status of candidates within the requisition.
- For exempt staff positions, OEI approval is required for candidates identified for on-campus interviews.
- DEPT must advance the candidates through a series of required steps and statuses to navigate the Taleo system selection process.
 - “Hiring Manager Interview-Interview Scheduled” step in Taleo 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.
 - Having background check consent forms completed at this time will streamline the final hiring phase with the selected candidate.

Step 5: Hiring Process

- DEPT collaborates with HR to complete the job offer worksheet in Taleo. HR initiates the submission in Taleo; and approvals are completed in IRIS.

The following information will be requested from the hiring department:

- Candidate Name
- Anticipated Start Date
- Approved Salary (hourly if applicable)
- Account(s)/Funding Center(s) associated with salary
- Office Location Details of new hire (Building Name, Room No., Mail Code)
- A background check is initiated and results are reviewed by HR. HR will communicate to the DEPT any results that may have an adverse impact on the hire.
- Upon approval of job offer worksheet in IRIS and background check results, HR notifies DEPT that a formal verbal job offer may be extended.
- DEPT informs HR if verbal offer is accepted, and provides final start date.
- HR collaborates with DEPT to schedule an intake appointment and orientation for the new employee. All necessary new hire paperwork will be initiated by HR during the new hire’s intake appointment and orientation.
- The official job offer letter is initiated by HR within the Taleo System.
 - An email is generated from the Taleo system that provides a copy of the official job offer letter including scheduled intake and orientation dates. DEPT is copied on this email communication.
 - A separate official email communication is generated from Taleo to the new hire requesting electronic acceptance of the job offer.
- DEPT will close out the requisition in Taleo by rejecting all unsuccessful candidates.
 - More than one reason for rejection may be selected per candidate.
 - 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 be identified accordingly.
- Requisitions must be closed within 30 days of completion of the search process.
- All search process documentation, including interview questions and candidate evaluation rubrics should be maintained within the DEPT.

Please contact an Employment Specialist in Human Resources or the Office of Equity and Inclusion for additional guidance on search committee make-up, designing a selection process/timeline, developing rating scales/rubrics to assess candidates, developing interview questions, conducting reference checks, documenting the hiring decision, or any other needed assistance.