

## Hiring Process Checklist

- Advertise the vacant position
  - Once the position is approved by all parties, it will be posted on the TTU Website for a minimum of 10 calendar days.
  - Human Resources will place the ad in HigherEd Jobs.
  - Hiring departments place and pay for any additional advertising.
    - For Administrative Pay Grade AD40-AD44, one additional ad will be required.
    - For Administrative Pay Grade AD45 or above and faculty positions, two additional ads will be required.
  
- Review all application materials
  - The hiring department/search committee will review all application materials for minimum/preferred qualifications.
  
- Get approval to interview
  - Once your hiring department/search committee selects candidates for interviews, you will need to request interview approval from Human Resources.
    - Approval to interview is completed through PeopleAdmin. The "Applicant Reviewer" for the posting will move the selected applicants in the workflow to Selected for Interview to start the approval process. Be sure to email your completed matrix to your HR Generalist along with any screenshots of additional advertising. When an applicant is approved for interview, an email will automatically be generated and sent to the "Applicant Reviewer". The department will then be able to notify, schedule, and perform the interviews.
    - Reminder: references should only be contacted after receiving approval to interview.
  - For Faculty positions, an email with additional instructions regarding the interview process and next steps will be sent from the Office of the Provost.
  
- Contact applicants for interview
  - Interviewing guidelines and best practices are listed on the HR website in the Hiring Toolkit (<https://www.tntech.edu/hr/toolkit/>).
  
- Get approval to hire
  - Once interviews have been conducted and a candidate has been recommended for hire by the search committee/department, the "Applicant Reviewer" will change the status of the candidate to Recommend for Hire in PeopleAdmin.
  - For Admin & C&S positions, an electronic PAF (Personnel Action Form), located on the Forms page of the HR website, will be created and approval signatures obtained through DocuSign.
  - For Faculty positions, a memo explaining why the chosen candidate was selected over the other candidates interviewed must be attached to the PAF. The memo must be approved by the Provost prior to attachment. The Faculty Qualifications Certification (FQC) should also be attached to the PAF.
  
- Make an offer
  - No commitment can be made, nor can any position be officially offered to a candidate until all approvals have been granted. Your HR Generalist will notify the department by email once all approvals have been received and a verbal offer can officially be made contingent on results of a background check and verification of educational degrees (the copy of the completed PAF received by email from DocuSign is not the approval to hire email). Upon acceptance of the verbal offer, Human Resources will send the applicant an official offer letter for signature for Administrative and Clerical & Support positions. For Faculty positions, the employment agreement will be sent by the Office of the Provost.
  
- Notify applicants
  - After receiving the signed offer letter and results of the background investigation, HR will mark the posting as filled which generates an automatic email to each applicant.