
Chronological Hiring Process Guide for: Benefit Eligible Non-Teaching Positions

The HR Talent Acquisition team is available to assist with the hiring process. Questions should be emailed to employment@wichita.edu.

The following steps are for hiring **Benefit Eligible Non-Teaching Positions**. For detailed instructions on completing a procedure, click the link within each step.

1. Complete the [Position Action Request \(PAR\) Form](#) and the [Non-Teaching Supplemental Information Form](#). Supplemental Information Forms are required to be submitted with all PAR Forms.
 - a. [Supplemental Information](#) is developed by Hiring Manager and/or Search Chair.
 - b. More information can be found on the Position Action Request (PAR) Form webpage at wichita.edu/PAR along with instructions, tutorials, and links regarding the [Job Catalog](#) and [Supplemental Information](#) needed.
2. When the PAR Form is fully approved, the [department assigned point of contact](#) will receive notification and should enter the job description into PeopleAdmin.
3. Once the job description is approved within PeopleAdmin, a member of the HR Talent Acquisition team will be reaching out to the hiring manager/search chair to conduct an intake call prior to posting the position. This call will allow the HR Talent Consultant to gain a deeper understanding of the position, position requirements, address advertising, candidate sourcing and provide information on next steps for the hiring process.
 - a. After the intake call, the HR Talent Consultant will post the position.
 - b. The posting is active on the Wichita State website <https://jobs.wichita.edu/> for individuals to submit applications.
 - c. [Advertising](#) on the Wichita State website for all positions is also automatically advertised on KS Works, Indeed.com, and Military Pipeline at no cost to the department.
 - i. Any *additional* advertising can be placed by the department after the position is posted on the Wichita State website.
4. Once the posting closes, the Search Committee should begin [screening](#) applicants using the [Applicant Document Review Form A](#), found in Banner Reporting Services.
 - a. If you do not have access to the HR Hiring Reports folder, please contact your assigned HR Talent Consultant.
 - b. NOTE: If the Search Committee selects a candidate to interview who has **prior WSU non-student work experience**, the Search Chair should **contact their HR Talent Consultant** to determine rehire eligibility **before scheduling the interview**.

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5. The Search Chair completes and signs the Applicant Document Review Form A and sends an electronic copy to HR Talent Acquisition via employment email at employment@wichita.edu.
 - a. HR Talent Acquisition disqualifies all candidates in PeopleAdmin who do not meet the minimum qualifications for the position as designated on the Form A.
 - i. These candidates receive an email letting them know they are no longer being considered for the position.
 - b. HR Talent Acquisition verifies all candidates selected for an interview meet the minimum education, experience and KSA requirements.
 - c. HR Talent Acquisition will contact the search chair if any issue is noted.

6. The Search Committee determines the type(s) of interviews they would like to proceed with.
 - a. Interview Options include:
 - i. Preliminary Phone Interview
 1. Preliminary phone interviews are optional and not required.
 - ii. Traditional In-Person Interview
 1. Candidates are not required to complete a traditional In-Person interview if utilizing the Virtual Interview option. Offers may be extended using only Virtual Interviews *unless divisional/departmental requirements prohibit this action*.
 - iii. Virtual Interview
 1. Virtual Interviews are considered In-Person interviews by the University. Offers may be extended using only Virtual Interviews *unless divisional/departmental requirements prohibit this action*.
 2. Virtual interviews are often conducted much the same way as face-to-face interviews using technology like video conferencing and other online communication platforms such as Zoom or Microsoft Teams.
 - a. Instructions for Using Zoom for Interviews can be found [here](#).

7. Once the Applicant Document Review Form A is complete and has been sent to HR Talent Acquisition, the Search Chair can schedule interviews.
 - a. The Search Chair does not have to wait for HR Talent Acquisition to complete the Form A review.
 - b. Should any candidate selected *decline* the interview, the Search Chair should email their assigned HR Talent Consultant with the candidate's name so that this candidate can be disqualified in PeopleAdmin.

8. [Interview questions](#) and structure are developed by the Search Chair/Search Committee.
 - a. Sample competency-based interview questions are available [here](#).

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9. If Phone Interviews are conducted:
 - a. The [Candidate Selection Form B](#) must be completed for each candidate by the Search Chair and should include the feedback from the Search Committee.
 - b. After Phone Interviews are conducted, the Search Committee should select candidates for traditional In-Person and/or Virtual Interviews.
 - c. The Search Chair should then schedule the traditional In-Person and/or Virtual Interviews.
 - d. The Search Chair should contact their assigned HR Talent Consultant with the names of those *not* selected for an In-Person and/or Virtual Interview.
 - i. HR Talent Acquisition will then disqualify those candidates and send an email informing the candidate that they are not moving forward in the process.
 - e. *Reminder: Phone Interviews are optional and not required.*
10. Once In-Person Interviews are complete:
 - a. The [Candidate Selection Form B](#) must be completed for each candidate by the Search Chair and should include the feedback from the Search Committee.
11. The Search Committee decides on a final candidate and discusses a 2nd and 3rd option in case a candidate declines the offer.
 - a. Once a decision is made, the Search Chair signs all Candidate Form B forms and retains them in the Search Chair's file. (*The information does not need to be sent to HR.*)
12. [References checks](#) are completed for the selected candidate by the Search Chair.
 - a. This includes both employment *and* personal references.
13. If the position is a safety sensitive position (*Police, positions that require a CDL*) a drug screening will need to be successfully accomplished before the contingent offer can be made official.
 - a. HR Talent Acquisition will conduct the candidate drug screening and keep the Search Chair informed.
 - b. The drug screening process could take a few days to two weeks.
14. If reference checks are acceptable, the Search Chair will request that an [offer](#) be extended via PeopleAdmin, which will communicate the request to HR Talent Acquisition.
 - a. **NOTE: New hires must start at the beginning of a [pay period](#).**
15. The Search Chair will receive an email with a link to the Candidate Offer Worksheet.
 - a. The Candidate Offer Worksheet should be completed and sent to HR Market-Based Compensation at marketbasedcomp@wichita.edu.
16. HR Talent Acquisition will prepare the offer and contact the Search Chair to review the offer details.

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17. HR Talent Acquisition will then extend the contingent offer to the candidate.
 - a. If the offer is declined:
 - i. HR will contact the search chair to determine next steps.
 - b. If the offer is accepted:
 - i. The Search Chair will receive an automated email message from PeopleAdmin.
 - ii. HR Talent Acquisition will email the offer letter to the candidate from PeopleAdmin using a standardized template.
18. If required, HR Talent Acquisition sends the Background Check link to the candidate.
 - a. The candidate completes the background check process online using the link sent to them. All required information for this verification process is obtained by the background check vendor.
 - b. Background checks typically take 24 – 72 hours but in some circumstances, can take up to two weeks.
 - c. If the Supplemental Information Form indicated that a driver’s license is required, the driver’s license check will be requested as a part of the background check process.
19. HR Talent Acquisition will disqualify all remaining candidates when the Background Check of the selected candidate has cleared.
20. HR Talent Acquisition will start the Hiring Proposal using the Candidate Offer Worksheet and will route it for approval using the workflow for your ORG.
21. HR Talent Acquisition will send an Onboarding email to the selected candidate.
22. When the Hiring Proposal is fully approved, the Search Chair will receive an automated email from PeopleAdmin.
 - a. **NOTE: The candidate cannot begin work in the new position until the hiring proposal is fully approved.**
23. All **new benefit-eligible hires** or those **moving from non-benefit eligible to benefit eligible positions** must attend New Employee Orientation (NEO).
 - a. Additional details regarding New Employee Orientation, including the schedule, can be found online at www.wichita.edu/NEO.
24. The Search Chair should retain search file and all related documentation in the department for three years.

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Hiring Checklist for Benefit Eligible Non-Teaching Positions

Use this checklist to keep track of the tasks when hiring a Non-Teaching member to your team!

- Complete PAR Form & Non-Teaching Supplemental Information Form; Submit *both forms* for approval
- PeopleAdmin Entry of job description *after notification is received that the PAR has been fully approved.*
- Complete Intake Call with HR Talent Consultant; posting active at <https://jobs.wichita.edu>; optional additional advertising
- Applicant Screening
- Applicant Document Review Form A
- Determine Type of Interview(s)
- Schedule Interviews
- Develop Interview Questions
- Optional: Phone Interviews
- In-Person/Virtual Interviews
- Final Candidate Selection
- Reference Checks
- Drug Screening (if applicable)
- Offer Extended via PeopleAdmin
- Candidate Offer Worksheet
- Offer Preparation
- HR Extends Contingent Offer
- Background Check
- Remaining Candidates in PeopleAdmin
- Hiring Proposal
- Candidate Receives Onboarding Email
- Final Approval
- New Employee Orientation
- Files/Document Retention



Questions?

HR Talent Acquisition
is available to assist with
the hiring process!

Email us at:

employment@wichita.edu