Chronological Hiring Process Checklist

The following steps are for USS and UP Non-Teaching Positions.

	1	Use Import/Export Compliance for Hiring Checklist to determine if position will be subject to import/export regulations.
	2	Position Description (PD) is developed.
	3	Selection of Search Chair and Search Committee is finalized.
	4	Entry of PD into PeopleAdmin is completed and routed for approval
	5	When PD is fully approved, it arrived in HR and is posted according to the instructions on the PD.
	6	Posting is active on the WSU website and available for application submissions.
	7	Any advertising desired should be placed once the position is active on the WSU website.
	8	Posting closes and candidate screening begins.
	9	Search chair/committee reviews applicant pool and completes Applicant Document Review Form found on Reporting Services. NOTE: If a candidate selected for interview has prior WSU non- student work experience, the search chair should contact HR to determine rehire eligibility before scheduling the interview.
	10	Search committee determines whether to proceed with phone interviews or in person interviews.
	11	Search chair signs Form A and sends electronic copy to HR via the Employment Mailbox (mailto:employment@wichita.edu?subject=Search Form A).
	12	HR disqualifies all candidates who do not meet the minimum qualifications for the position.
	13	Once the Applicant Document Review Form A is complete, the search chair can schedule interviews immediately. There is no HR approval for non-teaching positions.
	14	Interview questions and structure are developed by the search chair/search committee.
	15	The search committee determines whether phone or skype interviews will be conducted. Interviews are scheduled and conducted by the search committee. Phone/skype interviews are not required.
	16	If phone or skype interviews are conducted, the Candidate Selection Form B is completed for each candidate.
	17	From the completed Candidate Selection Form B, candidates are selected for in person interview.
	18	The Search Chair then schedules in person interviews. During the interview process, the candidate should sign the background consent form.
	19	Once in person interviews are completed, the Candidate Selection Form B is completed for each candidate interviewed.
	20	A final candidate is selected using the Candidate Selection Form B. Search chair signs all forms and retains them in search chair's file. The information does not need to be sent to HR.
	21	References checks are completed for the selected candidate by the search chair. This includes both employment and personal references.

	22	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. HR will conduct this and keep the search chair informed. The drug screening process could take a few days to two weeks.
	23	The search chair will request that an offer be extended via PeopleAdmin, which will communicate the request to HR.
	24	The search chair will receive an email with a link to the Candidate Offer Worksheet. The Worksheet should be completed and sent to HR (employment@wichita.edu).
	25	The signed Background Consent Form should also be emailed to the Employment Mailbox. Search chair should use the NEW form, updated in January of 2016. http://webs.wichita.edu/depttools/depttoolsmemberfiles/Humanresources2/OHR%20forms/backgroundapplicant.pdf
	26	HR will prepare the offer and contact the search chair to review the offer details.
	27	HR will then extend the contingent offer to the candidate. HR will contact the search chair if the offer is declined. If the offer is accepted, the search chair will receive an email message.
	28	If the offer is accepted, HR will email the offer letter to the candidate from PeopleAdmin using a standardized template.
	29	If required, HR sends the background check link to candidate. Candidate completes process online with background check vendor Validity. Background checks typically take 24 – 72 hours but in some circumstances, can take up to two weeks. If a driver's license is required on the position description, a driver's license check will be requested as a part of the background check process. All required information for this verification will be obtained by the background check vendor.
	30	HR will start the Hiring Proposal using the Candidate Offer Form.
	31	HR will route the Hiring Proposal to the Budget Officer for non-grant positions or directly to ORTT Payroll for grant funded positions.
	35	When background check is clear (if needed,) HR sends Onboarding information to candidate.
	36	When Hiring Proposal is fully approved, the search chair will receive an automated email from PeopleAdmin. ***The candidate cannot begin work in the new position until the hiring proposal is fully approved.***
	38	All new benefit hires or those moving from non-benefit eligible to benefit eligible positions report to Orientation on their first day of work.
	39	Search chair should retain search file and all related documentation in the department for three years.