Hiring Process for Classified and A&P

New Employee
- Complete the Position Requisition and Review Form (3-207)
- Provide a complete Job Description (3-210)
- Provide a complete Job Posting Request Form (http://www.uta.edu/ssw/faculty-staff/resources.php)
- Provide the Organizational Chart (current/proposed)
- Provide applicant proposed interview questions (https://www.uta.edu/hr/employment-services/hiring-toolkit/hiring-supervisors.php)

Replacement of Vacant Position
- Complete a Job Description (3-210)
- Provide a complete Job Posting Request Form (http://www.uta.edu/ssw/faculty-staff/resources.php)
- Provide the Organizational Chart (current/proposed)
- Provide applicant proposed interview questions (https://www.uta.edu/hr/employment-services/hiring-toolkit/hiring-supervisors.php)

Reclassification of a Position
- Complete the Position Requisition and Review Form (3-207)
- Complete a Job Description (3-210)
Hiring Process for Classified and A&P

Hiring Process for a Staff Employee:

Supervisors will need to complete the following required materials to hire a new employee, reclassification of a position and for a replacement vacant position:

New Employee Position:

4. Provide the Organizational Chart (current/proposed).
5. Provide applicant proposed interview questions. Sample Behavioral Interview Questions can be found on the HR Website at https://www.uta.edu/hr/employment-services/hiring-toolkit/hiring-supervisors.php.
6. E-mail all completed materials to Nelda Lawson at neldalawson@uta.edu.

Reclassification Position:

4. Provide the Organizational Chart (current/proposed).
5. Provide applicant proposed interview questions. Sample Behavioral Interview Questions can be found on the HR Website at https://www.uta.edu/hr/employment-services/hiring-toolkit/hiring-supervisors.php.
6. E-mail all completed materials to Nelda Lawson at neldalawson@uta.edu.

Replacement Vacant Position:

3. Provide the Organizational Chart (current/proposed).
4. Provide applicant proposed interview questions. Sample Behavioral Interview Questions can be found on the HR Website at https://www.uta.edu/hr/employment-services/hiring-toolkit/hiring-supervisors.php.
5. E-mail all completed materials to Nelda Lawson at neldalawson@uta.edu.

Employment Services will ensure that the proposed interview questions have been approved. If the candidate is a previous UTA employee, Employment Services will check eligibility for rehire. Once approved, the status will be changed to Interview Approved.
Hiring and Review Committee Approval is needed for New Employee and Reclassification positions.

Approval Process:

First level approval: Supervisors will need to send all completed material to Nelda Lawson via e-mail to neldalawson@uta.edu. Dean Ryan will approve.

Second level approval: Nelda Lawson will then process and submit all approved requests to the Compensation Department.

Final approval: The Hiring and Review Committee (HRC) will review all requests and provide final approval. (Please note that it could take up to three weeks for requests to be reviewed by Compensation and the Hiring and Review Committee).

Replacement Vacant Positions

Replacement vacant positions will be submitted for routing approval for posting by Nelda Lawson. Does not need to go through the HRC approval process.

Managing Applications:

Supervisors will need attend the Applicant Tracking System (PeopleAdmin) Training at HR.

Supervisors will need to login to the Applicant Tracking System (PeopleAdmin) https://uta.peopleadmin.com/hr/sessions/new to review and manage applications.

1. Go to www.uta.edu and click on Faculty & Staff. Select PEOPLEADMIN. Click the yellow link, and on the next screen, enter your Username (NetID) and Password.
2. The home page is the base from which the recruitment process is initiated and monitored. Access to certain functions is determined by your user role.
3. The home page defaults to the Applicant Tracking Module. This module is used to create new job postings, view postings, view applications, and initiate Hiring Proposals (offer letter).

User Role Selection – in the upper right hand corner next to your name, you will find your current user role.

1. You may change your user role here, by clicking on the drop down, choosing your new role and then clicking the refresh button. After your role has changed, a light blue bar will appear at the top of the page confirming your change.

Completing the Hiring Proposal Process:

The supervisor will need to initiate the Criminal Background Check (CBC) by completing the CBC Form and e-mailing it to Gina Gonzalez-Wilson at ginag-w@uta.edu for processing. The form can be found at https://www.uta.edu/policy/form (3-9).

Once an applicant has been hired, supervisors will need to e-mail the following hiring information to Nelda Lawson at neldalawson@uta.edu to complete the offer letter:

1. Employee’s Name
2. Address
3. Position title
4. Posting number
5. Name and title of supervisor
6. The salary for this position
7. Is this a [regular or temporary], [non-exempt or exempt] position?
8. Expected starting date of employment

After the offer letter is processed and signed by Dean Ryan, it will be mailed to the new employee for acceptance.

Nelda will send a copy of the proposed offer letter to supervisor. Supervisor will then need to upload the proposed offer letter, completed interview notes, and CBC approval e-mail in PeopleAdmin, as part of completing the hiring proposal process. The supervisor will need to send an e-mail to Employment Services at employment@uta.edu to close the position.