

Checklist for System Office Hiring

- 1) Read System Office Recruitment Procedures at <https://www.tbr.edu/hr/system-office-recruitment-procedures>
- 2) Work with Human Resources to develop a new job description, or review or revise an existing job description.
- 3) Once the job description has been finalized with Human Resources, complete an employment requisition, available at <https://www.tbr.edu/hr/system-office-recruitment-procedures>, attach a copy of the final job description and circulate for approvals.
- 4) Once all approvals are received on the employment requisition, Human Resources will post the position and place the requested advertising.
- 5) All prospective applicants must complete the System Office application form online, as well as provide any additional materials requested.
- 6) Human Resources will prescreen the application pool for minimum qualifications and forward those applicants meeting minimum qualifications to the committee for consideration.
- 7) The search committee chair will invite Human Resources to the Search Committee Meeting to discuss appropriate procedures during and after the search process.
- 8) The committee reviews and screens the applicants based on the application material provided.
- 9) Based on the committee's review, the supervisor or appropriate authority, will forward a request for interview, providing justifications for those selected for interview and those not selected.
- 10) The hiring authority, Office of Access, Diversity, & Equity, and Human Resources must approve the interview list prior to the interviews being scheduled.
- 11) The same standard set of interview questions will be asked of all interviewees.
- 12) The supervisor, with assistance from the search committee, conducts reference checks from recent employers of at least the finalist being recommended for hire.
- 13) The supervisor will contact Human Resources for the appropriate salary, based on the credentials of the finalist, in conjunction with the System Office compensation plan.
- 14) The supervisor will forward a request to offer to the appropriate hiring authority containing the following supporting material:
 - a. Completed reference checks
 - b. Justifications to support the decision
 - c. Proposed salary
 - d. Proposed start date
- 15) Human Resources will draft an offer letter and forward for the Chancellor's approval with the request to offer.
- 16) Human Resources will also provide any additional paperwork needed, such as a background check authorization form.
- 17) No commitment will be made to an applicant until the final recommendation of employment has been approved.
- 18) The supervisor will write or call the individuals who were interviewed to personally notify them the position has been filled.
- 19) The supervisor, or hiring authority, as appropriate, will update the status of the remaining candidate pool to notify the applicants once the position has been filled.
- 20) All search materials will be given to Human Resources.