

FAST-TRACK PROCEDURE TUTORIAL

HIRING STAFF EMPLOYEES

Purpose: This tutorial describes the procedures for hiring staff employees

Note: *If you are hiring an internal applicant (current ASU employee), please complete a Transfer ePAF, not a Recommendation for Hire. If you have any questions about the hiring process please contact the Office of Human Resources at (325) 942-2168.*

1. Determine the need and job design of the vacant position. If necessary, obtain approval from hiring manager's supervisor to proceed with the job posting and hiring process. If there are any significant changes to the current job, consult with Human Resources first, before initiating the job posting.
2. Review current job description and make any necessary modifications.
3. Initiate the job posting in the Online Employment System. Go to [HR homepage](#) → Ram Access → Online Employment System. For instructions on using the online system, go to HR homepage → Training and Development → Administrative Processes Tutorials → Job Posting and Hiring.
4. If necessary, appoint a selection committee. Contact HR to invite a representative to the first committee meeting.
5. Review applications. Sort applications in groups from best to least qualified. Group by pre-determined criteria such as "meets minimum qualifications" or "meets preferred qualifications", etc.
6. Determine candidate selection criteria and develop job interview questions based on these criteria. Schedule and conduct job interviews. Use [Hiring Matrix template](#) to rate interviewees.
7. Once a candidate is selected, submit the [Staff Recommendation for Hire](#) form through the approval queue, along with the Hiring Matrix. **Allow at least 7 business days** between the date that paperwork is submitted and the proposed date of hire. Forms are available through the HR homepage under the [HR Forms](#) link.
8. Human Resources will conduct a security background check. If the position requires a degree, ask the applicant to request their official college transcripts, and have them sent to Human Resources.
9. Once background checks and transcripts have been completed and received, HR approves and forwards new hire paperwork to Budget.
10. Budget reviews funding and approves. Copy of Recommendation for Hire is sent to hiring department.
11. Upon receipt of the approved Recommendation for Hire form, hiring department may make formal job offer to candidate. If offer is accepted, advise candidate to read and follow instructions in the [Welcome New Employees](#) link in HR's homepage. HR will contact hiring department to setup the New Employee Orientation.
12. Please inform the New Employee they must visit HR on first day at work to complete required employment paperwork.