

### HIRING STEPS FOR STAFF PROMOTIONS & TRANSFERS

Please use the steps below as a checklist and guide to stay on track with the hiring process.

1. To begin the hiring process, the hiring department must complete the PDAQ (position description for a **New Position Request, Reclassify Position Request or Update Position Request in the Position Management System** via the [PV TALENT System](#) and route for approval.
2. Once the position description request has been finalized and approved by HR, the hiring department completes the Job Posting Request for the approved position description the **Applicant Tracking System** via the PV TALENT and route for approval with the following preliminary EEO documents attached:
  - a. *Search Committee Identification Form*
  - b. *Standard Evaluation Matrix*
  - c. *Standard Interview Questionnaire*
3. Position is posted by HR for applicants to apply.
4. Successful candidate should have completed an online application via the PV Application System and should have met the minimum qualifications for the position being hired into.
5. Hiring Department's Initiator changes the applicants' statuses through the selection process to reflect the current phase of the selection process for the position. Please reference the PV TALENT Tutorial for [Changing Applicant Workflow States](#) for more details.
6. Upon identifying a successful candidate, hiring department changes the applicant's status to "Recommend for Hire". **NOTE: An offer of employment should not be extended to the successful candidate until Steps 7 – 9 below have been completed.**
7. Hiring Department completes the Hiring Proposal in the Applicant Tracking System via the PV TALENT System and routed to "HR for Hiring Documents Review" prior to the anticipated hire date as a preliminary HR review to ensure all hiring documents are accurate to proceed with hire.
8. Complete the documents below for attachment and/or inclusion with the Hiring Proposal.
  - a. **Completed EEO documents:** Standard Evaluation Matrix and Standard Interview Questionnaire for each candidate interviewed. The Office of Equal Opportunity will review the attached documentation as a part of the Hiring Proposal approval process.
  - b. **Work Reference Checks:** Work reference checks **must** be from the hire's previous employer(s) and date back to reflect the number of years that is consistent with the required experience for the position.
  - c. **[Confidential Release Form to process the background check](#):** Background checks are required for all new hires. If a previous employee has had a break in service to exceed 30 calendar days then hire is required to complete a background check.
  - d. **[Web Directory Change Form](#):** Employee's contact information in the web directory will be changed and current based on his/her new position.
  - e. **[Proposed Offer Letter](#):** Proposed offer prior to any signatures being obtained and extended to the hire. Proposed offer must be consistent with the appropriate transfer or promotion offer template provided on the HR website. If the offer is to exceed the 10% of the pay grade for the position based on the University's Compensation & Classification Plan, then the approved [Reclassification or Promotion Hire Pay Above 10% of Minimum Form](#) must also be attached to Hiring Proposal.
9. HR reviews the Hiring Proposal with the above reference attached documents. Upon HR review and approved the Hiring Proposal at the "HR for Hiring Documents Review" status, email notification will be sent to the hiring department to proceed with the following:

- a. Extend a verbal offer to the successful candidate
- b. Obtain the appropriate signatures and acceptance from the proposed hire on the offer letter
- c. Complete and process the EPA with the accepted offer attached
- d. Track the Hiring Proposal for the remaining approvals

**NOTE: There are two Hiring Proposal reviews done by HR. One at the "Hiring Documents for HR" and a "Final HR Review".**

10. Both the finalized Hiring Proposal and EPA the must be received in HR 3 working days prior to the effective hire date. **NOTE: Two EPAs are required to be completed when transferring or promoting an employee. One EPA to transfer or promote the employee out of the previous position and a second EPA to transfer or promote the employee into the new position.**
11. Once the staff promotion or transfer is approved, the employee and the hiring department will be notified via email by HR that the hire has been approved. The email will include any follow up that the employee may need to complete with HR based on the transition. **NOTE: A transfer or promotion hire will not be approved to start in the new position until both the EPA and Hiring Proposal have been approved by the Office of Human Resources.**

**Related Links:**

- [PV TALENT Resources](#)
- [PV TALENT System](#)
- [PV TALENT Online Application System \(Job Site\)](#)
- [EEO Hiring Process](#)
- [Compensation & Classification Plan](#)
- [HR Forms](#)