

HIRING GUIDE FOR ADJUNCT FACULTY

Please use the steps below as a checklist and guide to help 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 or Update Position Request** in the **Position Management System** via the [PV TALENT System](#) and route for approval. **NOTE: One PDAQ may be used to represent multiple adjunct faculty positions for the same title and subject matter. It is recommended that separate position descriptions are used for separate subject matters.**
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 System. **NOTE: One Job Posting Request may be used for multiple adjunct faculty positions of the same title and responsibility. However, the number of positions requested must be consistent with the number of positions initially requested on the PDAQ.**
3. No EEO related documents are required to be attached to the job posting. However, it is advisable that the department documents the methodology by which the hire(s) are selected.
4. Position(s) are posted by HR for applicants to apply.
5. Successful candidate(s) should have completed an online application via the PV Application System and met the minimum qualifications.
6. 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. **NOTE: Adjunct faculty applicants become a part of the adjunct faculty pool when applying for an available adjunct faculty position. Unselected applicants may be left in the pool to be considered at a later date not to exceed one academic year.**
7. Upon identifying a successful candidate(s), hiring department changes the applicants' statuses to "Recommend for Hire". A separate Hiring Proposal is required for each adjunct faculty hire(s) selected against a single job posting. **NOTE: An offer of employment should not be extended to the successful candidate(s) until Steps 7 – 9 below have been completed.**
8. 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.
9. Complete the documents below for attachment and/or inclusion with the Hiring Proposal.
 - a. **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.
 - b. [Confidential Release Form](#) to process the background check: Background checks are required for all new hires. If an previous employee has had a break in service to exceed 30 calendar days then hire is required to complete a background check
 - c. [Email Account Request](#): Necessary to set up new hires with a university employee logon profile, email account and to complete the necessary state mandated training.
 - d. [Proposed Offer Letter](#): Proposed offer prior to any signatures being obtained and extended to the hire. Proposed offer must be consistent with the faculty offer letter templates provided on the HR website.
 - e. [Blood Borne Pathogen \(BBP\) Personnel Exposure Assessment](#) – Form must be completed to show if hire's position will expose him/her to blood borne pathogens. The top section of the form to include the Employee's Name, DOB, Position Title, Work Phone Number, Department, Supervisor Name and responses to the questionnaire must be filled out and signed by the hire's supervisor and attached to the Hiring Proposal. **NOTE: The employee will fill out the fields for the UIN, Email Address and Personal Phone and sign the form at New Employee Orientation.**

10. HR reviews the Hiring Proposal with the above referenced attached documents. Upon HR 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".

11. Both the EPA and the finalized Hiring Proposal must be received in HR 3 working days prior to the effective hire date.
12. New Employees are required to attend New Employee Orientation. The new hire will be sent an email notification via the PV TALENT System confirming his/her approved hire and the detail for New Employee Orientation. **NOTE: A prospective hire will not be approved to attend New Employee Orientation until both the EPA and final 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](#)