Faculty Recruitment/Hiring Process

Getting a Position Posted	Application Review & Interview Process	Post Interview & Hiring	Completing the Hiring Process
❶Review the position description to determine if the job description and classification are accurate or if updates and/or changes are required. ❷Log on to the UNTHSC Employment website: www.unthscjobs.com/hr ❸Create an employment requisition and **submit to the Dean.** Dean **submits to HR**. ❹**Talent Acquisition (TA)** reviews the requisition and works with the Hiring Department if corrections are needed. ❺ Talent Acquisition posts the opening on the Career Opportunities section on the UNTHSC website and submits to the Texas Workforce Commission. ❻ If required, coordinate external job postings through the Talent Acquisition team. ***All positions must be posted 5 business days***	❶All applicants must apply online through the HSC Career Opportunities website www.unthscjobs.com. ❷The electronic application system screens all applicants based upon qualifying questions identified in the system at posting. ❸Qualified applicants are forwarded to the hiring department to be screened and reviewed. ❹ Interviews are set up and conducted by the search committee /hiring department. ❺ Hiring department selects the desired candidate, notifies TA to close the position, and logs on to the UNTHSC Employment website: www.unthscjobs.com/hr to process the candidtes. -The Hiring Department marks the selected candidate as 'offer recommended' in PeopleAdmin. -The Hiring Department dispenses all the remaining applicants with non-selection reasons. -The Hiring Proposal is also completed in the system.	❶Talent Acquisition reviews position and verifies recruitment is completed, sends **Faculty Recruitment Approval** email. ❷The Dept. Chair will forward the approval from TA and the offer letter to the Dean for approval. The Dean is not authorized to approve an offer of employment until he/she has verified that the appropriate and required recruitment steps have occurred. ❸Offer Letter, Primary Language Attestation, Criminal History Check and Drug Screen Consent **forms sent to candidate by hiring department.** Faculty positions must be offered and initiated through a department by the department chair. ❹ **Offer accepted by candidate. Background check and drug screen forms returned to TA.** Recruiting Assistants coordinate pre-hire drug screen with candidate. ❺ Background check and drug screen satisfactorily completed by candidate and approved by HRS. Results sent to Credentialing	❶New faculty member is processed in CAMREQ (EMPLID/EUID created) or registered for onboarding. ❷TA emails the new faculty member the '**Invitation to Complete New Employee Onboarding**' and New Employee Orientation information. ❸Hiring department is sent new faculty member's EMPLID/EUID and Orientation information. Department is instructed to order ePAR. ❹Copy of Appointment Letter sent to Compensation & Position Management by Faculty Affairs.