Employment Hiring Process

- Pre-Posting Prep
- Posting a position
- Sourcing Applicants
- Completing the Request For Offer (RFO)
- Criminal History Record Investigation (CHRI)
- Onboarding

Pre-Posting Prep:

Prepare to be Successful

- Recruiting
  - Obtain all approvals, and job description changes and candidate questions.
  - Assign Committees and/or hiring managers to recruit and interview.
  - Notify every one of the needs for the position.
  - Confirm everyone’s schedule for availability.
  - Set interview questions and evaluations.

- Timeline
  - Define the time-to-fill the position: 30-days should be the goal (60 days maximum).
  - Inform everyone involved of your timeline.
  - Block time off your calendar.
  - Post your position in a timely manner for the start date (??).

- Define Position
  - Use job addendums.
  - Utilize the job descriptions as a guideline; add criteria that the position requires.
  - Add the education and experience you strongly prefer.
  - Add questions (and points) to qualify candidates.

Posting a Position:

Enter in Online Job System (OJS)

- OJS Instruction Manuals can be found:
  - OJS Upgrade Manuals: [http://www.uh.edu/hr/employment/NewOJS.htm](http://www.uh.edu/hr/employment/NewOJS.htm)
- Requestor creates template in OJS:
  - Completes Posting Details.
  - Complete Posting Approval Request.
  - Creates Questions and Assigns Points.
- Requestor sends template to Department for approval. (The position must go through 3 approval levels before Employment — Department, College, and Executive.)
- HR Employment reaches out to hiring manager when the posting get to Department level.
  - Discuss the department’s recruiting plan.
Who will be recruiting, timeline, candidates already in mind, etc.

- Walk through the recruiting process.
  - 60-day process
  - Steps of Recruiting
- Help clearly define the position before it is posted.
  - Using the job addendum
- Assist in developing questions for the potential applicants.
  - Develop point system if needed.
  - Determine what factors will determine disqualifications, if any.
- Assist with ideas to generate the appropriate candidate pool (i.e. external postings, career fairs, specific recruiting, etc.).

- Department works with HR to define position and approves Requisition.
- Executive approves Requisition.
- HR reviews, approves and posts the position. The posting is live on the UH Web site.

Candidates Apply

- OJS Instructions for Sourcing Applicants can be found:
  - OJS Upgrade Manuals: [http://www.uh.edu/hr/employment/NewOJS.htm](http://www.uh.edu/hr/employment/NewOJS.htm)
- Even though we have postings on other sites, candidates can only apply through the UH Web site. The other sites direct the candidates to the UH Web site.
- When an applicant applies, they complete the application, attach the required documents and answer the supplemental questions.
  - Supplemental questions can be set up as disqualifiers or set up in a point system to easily identify top candidates.

Recruiting

- HR Filters candidates based on parameters discussed prior to position being posted.
  - If there are certain candidates you wish to screen, notify HR to ensure that they are sent over for Manager’s Review and not screened out.
- As the department reviews applicants, they need to dispense them accordingly.
- How to dispense
  - Pending
    - Will not send out an e-mail notification; it will reflect in the stage of the application. Candidates will still see “in process” for their status.
    - Gives HR an idea of where you are in the process and gives us an answer when the candidates call for a status update.
  - E-mail
    - Reviewed - Not Selected (Still looking for candidates, but you were not a fit for this position.)
Not Interviewed - Not Hired (The position has been filled; you were not interviewed or selected for the position.)
Interviewed - Not Hired (The position has been filled; you were interviewed, but you were not the best fit for this position.)

No action
Indicates to HR there is no movement in recruiting for this position.

- The department reviews the applicants and selects candidates to phone interview.
- From the phone screens, the department determines which candidates to bring in for an interview.
  - If viable candidates are not found within 30 days, contact HR Employment immediately.
    - Different options exist for recruiting which include specialized searches, external postings, etc.
- The final candidate is selected.
  - All interviewing documentation and notes must be kept by the department for 2 years.
  - Complete the Compliance Checklist for the Request For Offer (RFO).

Criminal History Record Investigation (CHRI)
- CHRI filled out and sent to HR Employment to process.
  - CHRIs may only be accepted via fax or interoffice mail.
  - An applicant is responsible for completing the required information, including:
    - Personal information
    - Social Security and TX DL
    - If an applicant does not have a Social Security Number, a copy of their passport is required.
    - 7 years of residential history
    - Signature to authorize UH to run the CHRI

A CHRI does not need to be completed for a background to be run if:

- If an employee is transitioning from one security sensitive position to another security sensitive position within the same department.
- Don’t want to open up a can of worms if an employee has passed their UH background screen within the last 6 months.

- CHRI results are sent to the manager.
  If the results come back positive, the department will need to identify the next viable candidate.

Request For Offer (RFO)
- OJS Instructions for completing the RFO can be found online:
  - OJS Upgrade Manuals: [http://www.uh.edu/hr/employment/NewOJS.htm](http://www.uh.edu/hr/employment/NewOJS.htm)
• Complete the salary requirements and start date
  o If the compensation is out of range or over $100,000, Employment will send RFO to Compensation to review and approve. Please provide documentation and information regarding out of range compensation in such cases.
  o Notate the justification in the RFO as well.
• Attach the compliance checklist and any additional interviewing forms.
• Requestor submits RFO and it goes through three levels of approval (Department, College, and Executive).
• RFO final approval at Employment level.
• Completing the RFO for Broadband/multi-post positions:
  o Criteria
    ▪ Position must be posted as a multiple or broadband position before it is advertised to the public.
    ▪ Positions must be within the same department.
    ▪ For multi-post positions, the positions must be the same.
    ▪ For broadband positions, the positions must be within the same career ladder.
  o Process
    ▪ The hiring department will post one requisition.
    ▪ The hiring manager will recruit and hire candidates from the applicant pool of the posted position.
    ▪ Once a candidate is identified for hire, a RFO will be completed for the selected candidate(s).
  o RFO module has been modified to identify if the candidate is part of a multiple or broadband posting hire.
    ▪ Each initiated RFO module will ask for a position number.
    ▪ The RFO will default to the original posted position number; the RFO initiator must update the field to reflect the correct position number.

Multi-Post/Broadband

• **Definition:** A multi-post position is a posting that is set up to serve as the primary source for all applicants for multiple postings for a specific position. Instead of having three postings on the Web site for the exact same position where one applicant can apply to each posting to generate three submittals for the same position, a multi-post position allows the position to only be posted once for all three positions, creating one applicant pool.
• **For Example:** Plant Ops needs four Custodian I positions. They create four position numbers in PeopleSoft; however, they only create one posting in OJS to post as a multi-post position. All applicants apply to that position. The manager interviews from the applicant pool and selects a candidate. A new position is created in OJS to process the
RFO and the primary posting continues to stay up on the Web site to generate more candidates.

- (A multi-post position is the same premise of a broadband. The difference is that the multi-post position is for multiple postings for the same position; whereas the broadband position is for multiple postings for different levels of positions (i.e., Post Doc 1, Post Doc 2, and Post Doc Fellow)).

On boarding

- Offer letter is sent out to the selected applicant:
  - The Offer Letter cannot be sent out until the RFO is approved.
  - Offer Letter Templates are found on the UH HR Forms page.
  - If there are variations on the form letter, it must be approved by HR.
  - The department needs a signed copy of the offer letter to submit with the Personnel Action Request (ePAR).

- ePAR is submitted via PeopleSoft:
  - HR will not approve the ePAR until the RFO is approved and completed, the position is filled, and the I-9 and Direct Deposit forms are completed.

- Sign up candidate for New Hire Orientation (NHO):
  - Orientation classes fill up very quickly. They are filled on a first come, first serve basis. We cannot hold spots in classes for candidates.
  - The deadline to sign up new hires for NHO on Monday is the prior Thursday at 12:00.
  - The ePAR has been approved.
  - Candidate and the department contact will receive a confirmation e-mail by the Friday prior to NHO.
  - A full time staff employee needs to attend orientation on the first Monday of within a week of their start date to receive information on benefits and obtain computer access, parking and their Cougar Card ID (an employee has 30 days from their start date to elect benefits).