

Hiring Manager Agreement

As you begin sourcing candidates for your open position, please note the following:

- **Posting:** All posting are required to be posted for a minimum of 10 business days.
- **Internal applicants:** Please review internal applicants' employee files prior to making an offer. To schedule an appointment, please contact the HR Service Center at hrsc@uh.edu or 713.743.3988.
- **Matrix:** All hires should have a matrix that identifies the most important skills of the position and how applicants ranked during the interview process. The summation matrix will need to be uploaded to the offer with the Hiring Manager Agreement. [Please click here for available matrix forms.](#)
- **Minimum Qualification:** Each candidate interviewed must meet the minimum qualifications presented on the posting. HR will conduct the first search; however, it is the responsibility of the hiring manager and department to ensure that the selected applicant meets the minimum qualifications.
- **Audit:** All hires within PageUp are subject to audit. The department is required to complete and retain the hiring packet for two (2) years from the position fill date. For Foreign National hires, the retention period is five (5) years. For training or questions on completing the hiring packet, please contact HR Talent Acquisition.
- **Criminal History:** All UHS hires are subject to a criminal history check. This will be conducted in the PageUp offer approval process.
- **I-9/eVerify:** All hires must report to the HR Service Center prior to or on their first day to complete the I-9 and eVerify process. If they attend orientation on their first day, HR will complete this process. If the new hire does not attend orientation the first day, it is the responsibility of the department to ensure the employee visits the HR Service Center.

For any HR questions, please contact the HR Service Center.

4367 Cougar Village Dr.
Houston, TX 77204-5009
Monday-Friday 7:30am-5:00pm
(P): 713.743.3988
(F): 713.743.4830

UNIVERSITY of HOUSTON

HUMAN RESOURCES

Job Title:

Posting Number:	Position Number:
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Interviews Conducted by:

Candidates Interviewed:

Selected Candidate:

Justification of Selected Candidate

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My signature indicates that I have read and agree to the stated terms above.

Hiring Manager (print)
(or hiring manager designee)

Signature

This form is required to upload as an attachment to the posting.