1. Determine the need and job design of the vacant position. If necessary, obtain approval from hiring manager’s supervisor to proceed with the job posting and hiring process.

2. Review current job description and make any necessary modifications.

3. Initiate the job posting in the Online Employment System. Go to HR homepage (http://angelo.edu/dept/human_resources/) → Ram Access → Online Employment System. For instructions on using the online system, go to HR homepage → Training and Development → Administrative Processes Tutorials → Job Posting and Hiring.

4. If necessary, appoint a selection committee. Contact HR to invite a representative to the first committee meeting.

5. Review applications. Sort applications in groups from best to least qualified. Group by pre-determined criteria such as “meets minimum qualifications” or “meets preferred qualifications”, etc.

6. Determine candidate selection criteria and develop job interview questions based on these criteria. Schedule and conduct job interviews. Use Hiring Matrix to rate interviewees.

7. Once a candidate is selected, submit the Recommendation for Hire form through the approval queue, along with the forms below. Allow at least 7 business days between the date that paperwork is submitted and the date of hire. Forms are available through the HR homepage under the HR Forms link.
   - Justification for Selection form
   - Hiring Matrix

8. If required, Human Resources will conduct security background checks. If required, college transcripts are to be sent to Human Resources.

9. Once background checks and transcripts have been completed and received, HR approves and forwards new hire paperwork to Budget.

10. Budget reviews funding and approves. Copy of Recommendation for Hire is sent to hiring department.

11. Upon receipt of the approved Recommendation for Hire form, hiring department may make formal job offer to candidate. If offer is accepted, advise candidate to read and follow instructions in the Welcome New Employee link in HR’s homepage. New hire must visit HR on first day at work to complete employment paperwork.

12. New hired employee visits HR on first day of employment to complete paperwork. Employee will then be scheduled to attend the New Employee Connections Orientation to be held approximately 2 weeks later.