


# Staff Hiring Checklist

Please reference this checklist as a guide for the hiring process. Contact the Human Resources Department ([humanresources@acu.edu](mailto:humanresources@acu.edu)) for assistance.



## Post the Job

- Submit a request to hire through the [HR Forms site: Request for Staff](#)
- Email [sierra.thompson@acu.edu](mailto:sierra.thompson@acu.edu) a full job description for your position in order to begin the building and approval process
- Once you receive an email notifying you of the approved position, review the information on PageUp. HR will then post the job following the approval process.
-  *Tip: At any point in the approval process you'd like to see which approver the job is waiting on, you can do so on the Job Card. While in PageUp, scroll to the bottom of the page to see the list of approvers and who is next on the list to approve.*






## Screen and Interview Candidates

- Review applications as they are submitted. Ensure you are sorting the applicants who may not initially meet the minimum requirements by changing their status to 'screen unsuccessful'.
- Change applicants' statuses as you move forward in the hiring process (interview unsuccessful, hiring manager review, etc.) and [begin to conduct phone interviews](#).
- Change applicants' statuses to "HR screening" when you have narrowed down your top candidates.
  - Wait for an email from HR clearing each candidate.
  - Continue the hiring process with in-person interviews, reference checks, and final selection steps.
  - Change applicant(s) statuses to "reference check" when you are ready to check their references. This status automatically sends emails to the applicant's references requesting that they complete an online reference check form for the candidate(s) you select.
- Identify and select the final candidate(s) for your position. Request HR to take the job posting down.




## Prepare and Extend the Offer

- Prior to the verbal offer, be sure that the Budget office has approved the salary or pay rate.
- Extend the verbal offer to the candidate, including salary and start date information, contingent on successful background check.
- If a verbal offer is accepted, change status to Verbal Offer on PageUp and fill out the applicant's offer card.
-  *Thoroughly review offer card details and be sure to initiate the "approval process" at the bottom of the offer card.*
-  *Tip: This must be done in order for the review of the offer to proceed.*
- HR will then run a background check and will notify you when it is complete.
  - If the background check is clear, we will then send an offer letter for you to review before we send it to the applicant.
-  *Tip: If you have your own offer letter version, send it to HR and it can be uploaded to the online offer.*
- The employee will receive an email to accept the job and then it will launch the New Employee paperwork through PageUp.



## Onboard your New Hire

-  *Best Practice: Personally contact candidates that were interviewed but not selected to keep bridges open and encourage them to explore other opportunities at ACU.*
- Encourage your new hire to complete their online paperwork promptly and advise them to complete the Form I-9 at the HR office **on or before their start date**.
- Once you have hired, notify the candidates you did not contact through status updates or that you previously interviewed.
- Once everyone has been notified, contact HR to close the position. HR will be able to notify applicants for you if you provide a history of communication.