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| --- | --- |
| C:\Users\lg1187\Documents\Logos\HR logo\HR3color_h_primary_presentation_trans.png | **PeopleAdmin “EASY” Job Postings – Hiring Manager Checklist**  **Steps to Post and Fill a Position** |

**Info Needed prior to Posting:**

* Job Description

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: |  | | | |
| Position #: | |  | | |
| Contact Person: | | | |  |
| Guest User: | | | GU | |
| Password: | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Req finished: | |  | |
| Date Posted: |  | | |
| Position Close Date: | | |  |

* Duties
* Required Qualifications
* Preferred Qualifications
* Salary
* Type of posting (open, university wide only, department only)

University Pay Plan

Job Description

**Posting *(Applicant Tracking) - Blue Header***

EASY Requisition-fill authorized vacancy

**New Position** (needs Audit) (***Position Management***)-***Orange Header***

Create new position request in Position Management

Justification Memo

JAF

Org Chart

**Fill Existing Vacancy**:

Attach nothing unless there has been a change to the JAF-depending on type of change could require audit first.

**Audit Existing Position/Reclassification:**

JAF – current (showing duties already performed)

Org Chart – proposed

Justification Memo

**Department Posting:**) (must be on TX State payroll as regular staff for eligibility)

Email all staff with closing date (5 work days): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date

Attach JAF and Job Description to email

Create Hiring Matrix

**Promotion/Transfer**

Create requisition through Position Management by selecting the position they are moving to and then moving forward.

They do not need to be posted internally any longer. E & A does not preapprove. You decide who you want to promote

Or transfer and do it. Choose regular staff or if you are in VPAA choose academic staff.

**Posting Closed**

Matrix

Complete Employment Verification Form (2)

Criminal background check

Send to Equity & Access

HR call/email with ok to Offer Job

**Onboarding**

[New Employee Onboarding: Manager’s Steps](http://gato-docs.its.txstate.edu/jcr:46ce878c-aec4-44ed-a518-326e58995e53)

[New Employee Onboarding: Administrative Steps](http://gato-docs.its.txstate.edu/jcr:d717cb4d-0054-4820-8778-1326296f03b9/NEW%20Employee%20Onboarding%20Administrative%20Steps_5.2018.pdf)

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