

Staff Hiring Process

I've selected my candidate... now what?

1. The hiring manager is notified via e-mail when candidates have been routed and are visible in PeopleSoft.
2. The hiring manager goes through the interviewing process and selects their candidate.
3. The hiring manager enters the salary offer into PS.

How to Create a Job Offer:

https://it-training.missouri.edu/peoplesoft/HR91/RECRUIT_UMSLCreateJobOfferAdmin.pdf

4. After HR has approved the salary the hiring manager receives an e-mail from PS.
5. The verbal salary offer is extended to and accepted by the final candidate from the hiring manager. At this time you will need to discuss a start date. Start dates are the second and fourth Monday of the month (New Employee Orientation).
6. A confirming offer letter is sent to the candidate from the hiring manager.

Offer letter templates are found in the Manager SharePoint site as well as the Recruit tab on the HR Forms page.

7. HR initiates the CBC once HR has received a copy of the signed offer letter.
8. The new hire submits the CBC information online via an e-mail received directly from HireRight.
9. HR sends hiring manager CBC confirmation and informs them their employee has been prepared for hire and the ePAF is ready to be processed via e-mail.
10. At this point the hiring manager needs to reject candidates that were not selected if they have not done so.

How to Status Applications:

https://it-training.missouri.edu/peoplesoft/HR91/RECRUIT_UMSLStatusApplicants.pdf

- A. Once the department completes the ePAF, the employee is sent on-boarding forms (I-9, direct deposit, W-4's to be completed online by the employee.
- B. The department is responsible for completing section 2 of the I-9 within 3 days of their hire date for part-time and temporary staff.
11. Employee attends New Employee Orientation on their first day of employment (conducted every second and fourth Monday of the month) then sent back to the department.

NOTE: Any break in service with the University (for staff positions) requires that a new CBC be conducted.