Hiring Process for Classified and Administrative & Professional (A&P)
And Managing PeopleAdmin Applications

New Employee Position
To request a new employee position, the hiring manager will need to complete the following required documents to hire a new employee:

1. Complete the Compensation and Classification Request (CCR).
2. Provide new job description (HR-E-F19).
3. Provide a proposed organizational chart. Organizational chart should list employee names and official job titles.

Replacement position:
To fill a replacement, the hiring manager will need to complete the following required materials:
1. Complete the Job Posting Request Form.
2. Provide Interview Questions.

Reclassification (vacant position):
To request a reclassification of a (vacant) position, the hiring manager will need to complete the following required documents to reclassify:

1. Complete the Compensation and Classification Request (CCR).
2. Provide job description (HR-E-F19).
3. Provide a proposed organizational chart. Organizational chart should list employee names and official job titles.

Reclassification (populated position):
To request a reclassification of a (populated) position, the hiring manager will need to complete the following required documents to reclassify:

1. Complete the Compensation and Classification Request (CCR).
2. Provide (current/proposed) job description (HR-E-F19).
3. Provide a proposed organizational chart. Organizational chart should list employee names and official job titles.

Temporary Position:
To request a temporary position, the hiring manager will need to complete the following required documents to hire a new employee:

1. Complete the Compensation and Classification Request (CCR).
2. Provide new job description (HR-E-F19).

If the temporary position will be posted to PeopleAdmin, the hiring manager will need to provide the following documents:

1. Complete the [Job Posting Request Form](#).
2. Provide [Interview Questions](#).

Promotions:

To request a promotion, the hiring manager will need to complete the following required documents:

1. Complete the Compensation and Classification Request ([CCR](#)).
2. Provide (current/proposed) job description ([HR-E-F19](#)).
3. Provide an organizational chart. Organizational chart should list employee names and official job titles.

Additional Pay/Supplement:

To request additional pay or supplement, the hiring manager will need to complete the following required documents:

1. Complete the Compensation and Classification Request ([CCR](#)).
2. Provide a current job description.
3. Provide documentation describing additional duties.

Salary Increase

To request a salary increase, the hiring manager will need to complete the following required documents:

1. Complete the Compensation and Classification Request ([CCR](#)).
2. Provide job description ([HR-E-F19](#)). The type of salary increase will dictate if a job description is needed; please contact compensation.

Approval Process

- The hiring manager needs to send all document(s) to Mandy McManners at mandy.mcmanners@uta.edu to obtain SSW Dean approval for the request. After approval the CCR Form, all required documentation, and Dean's approval will be sent to Compensation by Mandy.
- After receiving approval from Compensation, Mandy will notify hiring manager and Connie will submit an eForm to process the request(s).

Posting Job on PeopleAdmin

- The hiring manager will need to send the [Job Posting Request Form](#) and the proposed [Interview Questions](#) to Mandy McManners at mandy.mcmanners@uta.edu.
- After Job Posting goes live, Mandy will notify the hiring manager.

Hiring Process

After a finalist has been identified as the best fit for the vacant position, the process of offering the position and hiring the person begins. Follow the process outlined below to initiate the hiring process.

Offers of employment **SHOULD NOT** be extended to candidates without completing a hiring proposal and receiving an approval from Talent Acquisition.

Candidate must have at least two completed references to move on in the hiring process.

Initiating Hiring Proposal

IMPORTANT
The Hiring Proposal **MUST BE CREATED AND APPROVED** prior to a verbal offer and an offer letter being sent to the selected candidate.

For a full step-by-step guide on completing the Initiate Hiring Proposal step, see the Job Aid.

Once an applicant has been selected for hire, the **hiring manager** initiates the hiring proposal:

1. Upload interview notes on the candidate selected; and
2. Mandy will process the Criminal Background Check.
3. Send Mandy candidate information for the offer letter:
   a. First and Last name of candidate
   b. Start Date
   c. Posting Number
   d. Job Title
   e. Supervisor
   f. Employment Type
   g. Salary
   h. FLSA Status
4. Mandy sends proposed offer letter to Academic Resource Planning and the Dean of SSW for approval.
5. After proposed offer letter is approved, Mandy will send offer letter to hiring manager.
6. Hiring manager will need to sign the offer letter before uploading it to the hiring proposal.
7. Employment will then approve the offer letter and an email will be sent to hiring manager to go ahead and send the offer letter to candidate for signature.
8. After candidate signs the offer letter, it will be emailed to Mandy.
9. Mandy notifies TCE letter has been completed and Employment to close the position.

Managing PeopleAdmin Applications

  Hiring Managers will need to attend the Applicant Tracking System (PeopleAdmin) Training at HR.

[PeopleAdmin User Guide](#) is available along with the [Initiating Hiring Proposal Process](#).

Supervisors will need to login to the [Applicant Tracking System](#) (PeopleAdmin) to review and manage applications.

1. Go to [www.uta.edu](#) and click on Faculty & Staff. Select PeopleAdmin. Click the yellow link (Current UTA Employees: Click Here To Login), and on the next screen, enter your Username (NetID) and Password.
2. The home page is the base from which the recruitment process is initiated and monitored.   Access to certain functions is determined by your user role.
3. The home page defaults to the Applicant Tracking Module. This module is used to create new job postings, view postings, view applications, and initiate Hiring Proposals (offer letter).

User Role Selection – in the upper right-hand corner next to your name, you will find your current user role.

1. You may change your user role here, by clicking on the drop down, choosing your new role and then clicking the refresh button. After your role has changed, a light blue bar will appear at the top of the page confirming your change.

Job Posting Timeline

Minimum of five (5) business days. Mandy may close position any time after 5:00 pm on the fifth full business day.

Completing the Hiring Proposal Process: Please allow two-weeks to complete the offer letter process and onboarding of a new employee.