HUMAN RESOURCES
TEXAS TECH
Administration

KENEXA/BRASSRING FACULTY HIRING WORKFLOW
FOR BUSINESS MANAGERS

COLOR KEY:
Responsibility for Action
HR Status
Reference Documents

FACULTY SUCCESS
TEXAS TECH
Office of the Provost

Creating a Faculty Requisition Instructions

- Department submits Faculty Search Notification Form to Faculty Success and creates a requisition in Kenexa
  - The requisition should match the Position Description/Job Announcement
- Human Resources opens and posts the requisition to workattexastech.com
  - Department advertises externally in addition to the automatic advertisements by Human Resources
- Applications are submitted and start at the HR Status of **MANAGER REVIEW**
  - Chair submits Faculty Hiring Search Committee Information Form to Faculty Success
- Kenexa unposts requisition from workattexastech.com on the search close date
  - Faculty Success generates a **Member Matrix** for the Committee
- Committee Members evaluate applications and completes **Member Matrices**
  - Committee Members upload **Member Matrices** to the Completed Matrices folder
- Faculty Success generates a **Summary Matrix** for the Committee
  - Committee selects semi-finalists and conducts optional phone or virtual interviews

Transitioning Candidates for Faculty Searches Instructions

Faculty Offer Process Instructions

- Chair submits a Faculty Search Compliance Review Form to Faculty Success
  - After the search is deemed compliant by Faculty Success, the Committee invites finalists for on campus interviews
- Department adds Disposition Forms to all non-finalists with appropriate disposition reasons in Kenexa
  - Interviewed candidates' HR Statuses must be at **INTERVIEW COMPLETE** before dispositioning
- Chair submits a Faculty Candidates Recommended for Hire Form to Faculty Success
  - Chair sends Prospective Faculty Disclosure Forms to finalists
- Chair identifies candidate to receive an offer and completes a Prospective Employment Proposal Form
  - Department changes offered candidate's HR Status to **PREPARE OFFER**
- Chair completes and routes an Offer Outline Form in Kenexa for approval
  - After Offer Outline Form approval, Kenexa changes candidate's HR Status to **EXTEND OFFER**
- Provost's Office sends official offer letter to candidate through Kenexa to be accepted electronically
  - After official offer letter is accepted, Kenexa changes candidate's HR Status to **OFFER ACCEPTED**

- Human Resources changes candidate's HR Status to **INITIATE BACKGROUND CHECK**
  - Candidates receive an email invitation from our vendor, HireRight, to initiate their background check
- Human Resources reviews background check results and changes candidate's HR Status to **FINAL OFFER**
  - Human Resources sends Approval to Hire email to Hiring Manager and ePAF Originator
- Department adds Final Candidate Form to candidate and changes HR Status to **READY TO HIRE**
- Kenexa changes HR Status to **SEND TO ONBOARDING**
  - New Hires/Rehires receive email from Kenexa to complete onboarding paperwork online
- ePAF Originator completes and routes ePAF for approval in Raiderlink application
  - The Kenexa generated ePAF is good for the first new hire/ rehire while additional hires require a manual ePAF
- Human Resources applies ePAF and changes candidate's HR Status to **HIRED**
  - Department adds disposition forms to remaining candidates and emails Human Resources to close out the requisition