TRANSITIONING CANDIDATES FOR FACULTY SEARCHES

The process of transitioning candidates through the statuses described below applies only to titles following the faculty hiring process as governed by **TTU OP 32.16 Faculty Recruitment Procedure** and is organized by HR statuses in Kenexa. Post Doctoral Teaching Scholars and Instructors should follow the Transitioning Candidates for Staff Searches instructions. Kenexa questions should be directed to HR Talent Acquisition at hrs.recruiting@ttu.edu. Faculty process questions should be directed to Tyra Bradford (tyra.bradford@ttu.edu) in the Office of Faculty Success.

MANAGER REVIEW

Applicants enter the applicant pool at this status.

- **Department** reviews applications and, if applicable, identifies semi-finalists. Procedures for semi-finalists follow here:
  - **Department** schedules semi-finalist interview(s) and updates the individual HR Statuses from **Manager Review** to **Request Interview**.
  - **Interview Scheduled** may be used but is not a required status.

INTERVIEW COMPLETE

Semi-Finalist Interviews

- After semi-finalist interviews are complete, the **department** updates semi-finalist HR Statuses from **Request Interview** to **Interview Complete**.
- If a candidate did not make it as a semi-finalist:
  - **Department** adds a Disposition form selecting the most appropriate reason for non-selection.

- Qualified Veteran / Military Employment Preference applicants are required to be interviewed per the Veteran / Military Employment Preference requirement mentioned in **TTU OP 70.03(5)(b)**.

  - The interviewing requirement is as follows:

    - If the total number of individuals interviewed for the position is six or fewer; at least one individual qualified for the veteran's employment preference should be interviewed,

    - If the total number of individuals interviewed for the position is more than six; 20% of the total number interviewed should be with qualified individuals with veteran employment preference. Normal rounding rules apply.

  - In addition, an individual who qualifies for a veteran's employment preference is entitled to a preference with, or appointment to, a state agency over other applicants for the same position who do not have a greater qualification.

*If it appears a Veteran Preference applicant does not meet the minimum qualifications for the position, contact the **Office of Faculty Success** to review **before** dispositioning the applicant from the pool.*

Finalist Interviews:

- Once semi-finalist interviews are complete, the department identifies finalists and follows the procedures outlined in OP 32.16, Section 3, (e-l).
- Per OP 32.16, Section 3.f, all applicants recommended to be finalists must undergo a reference check.

REFERENCE CHECK

- This status is required to move forward. The **Department** updates finalist HR Statuses from **Interview Complete** to **Reference Check**.
- The search committee must include reference checks as a standard component of the search. As is noted above in the "Finalist Interviews" section, search committees may determine at what point in the search to conduct reference checks, as long as this step is completed prior to the submission of the *Compliance Review Form,* which must be completed before finalists are contacted.

PREPARE OFFER

See the Faculty Offer Process instructions for more information on completing this step.

- **Department** updates the finalist candidate's HR Status from **Reference Check** to **Prepare Offer**.
- **Department** adds an Offer Outline form and **routes** the form for approval.
- Once the form is approved, the system will update the candidate's HR status to **Extend Offer**.
- The **department** should add a Disposition form to all but the top finalists at this stage.
- If the candidate is **NOT** moving forward after an unofficial or official offer:
  - **Department** adds a Disposition form selecting the most appropriate **Offer Declined** or **Offer Rescinded** reason.

EXTEND OFFER

Jessica Williams in the Office of the Provost is responsible for sending offer letters for all faculty titles except Instructors and Post Doctoral Teaching Scholars. She will send the offer letter after the department has submitted the credentialing request specific to the incoming faculty member's academic qualifications.

- **Candidates** must accept the offer letter in the system via the Candidate Portal.
  - The **system** will update the candidate's HR status to **Offer Accepted**, once the candidate has accepted the contingent offer within Kenexa's candidate dashboard.
- To **decline** an offer, the **candidate** must reach out to the department with the decision. When offers are declined, the department adds a Disposition form selecting the most appropriate reason.

OFFER ACCEPTED

- After the offer letter has been accepted, an email will be sent from **HireRight** to the candidate.
- The **candidate** must consent and complete the required documents to initiate the background check process.

- **Department** should assist and monitor the candidate's progress to ensure the background check is completed in a timely manner.
- **Kenexa** will update the candidate's HR Status as the background check processes through the following stages:
  - **Initiate Background Check**
  - **Background Results**
  - **Final Offer**
- **Department** will receive an **Approval to Hire** email from hr.backgroundcheck@ttu.edu once the hire is approved.

FINAL OFFER

*After the candidate is updated to the HR status of **Final Offer**, it is important the steps below are followed in order.*

- **Department** adds the Final Candidate form to the candidate.
- *THEN* the **department** updates the HR status to **Ready to Hire**.

SEND TO ONBOARDING

*After the Final Candidate form is added and the HR status of the candidate is updated, **Kenexa** will update the HR status of the candidate to **Send to Onboarding**. This will initiate the onboarding process for all New Hire/Rehire candidates.*

- **Candidate** will receive an email to complete New Hire Paperwork electronically. *All forms must be completed.*
- **Department** will complete the ePAF and route through the appropriate approvals. Questions regarding the ePAF process should be directed to hr.comp.ops@ttu.edu.

HIRED

- Once **HR Compensation & Operations** applies the ePAF and receives all onboarding documents, they will update the candidate's HR Status to **Hired**.
- **Department** will add disposition forms to any remaining applicants and then contact both **Tyra Bradford** in Faculty Success and **HR Talent Acquisition** to close the requisition.

*If the hiring department decides to fail the search or cannot find a qualified candidate, the requisition creator must contact **both Tyra Bradford in Faculty Success and HR Talent Acquisition** to cancel the requisition. The department must add Disposition forms to all active candidates with the appropriate **Position Cancelled** reason before the requisition can be closed or cancelled.*

*Candidates who decline an unofficial/official offer or have one rescinded by the department must have a Disposition form added with the most appropriate **Offer Declined** or **Offer Rescinded** reason prior to failing the search.*