KENEXA

# Faculty Hiring Process Guide

Training must be completed in order to gain access to Kenexa. It is recommended, each department/college/area have at least 2 people trained to complete the hiring processes.

***Note for search committees:*** When a dean or department chair serves as the chairperson for a search committee, the department in which the chairperson for the committee is located, is the department who will be responsible to handle the requisition and posting processes.

***Using a search firm:*** When an outside search firm is used, all candidates considered for the position must apply to the job posting on the Texas Tech Careers website. Contact Human Resources for assistance with this process.

Faculty postings have two separate processes to be followed simultaneously. There is the posting of the job requisition on the Texas Tech University Careers Website, in Kenexa. The other is the paper process required for credentialing the new faculty members through the Provost office according to OP 32.16, *Faculty Recruitment Procedure*. There are some requirements to getting a position number and providing a position description to the Provost office outlined in OP 32.16, that must be done before the requisition can be opened for recruitment.

1. Post the job announcement by creating a requisition. This can be done by utilizing the **Creating a Requisition** instruction sheet.

2. Once the posting has been created and open to accept applications, the department should create a candidate matrix and advertise the opening. Faculty advertising is coordinated through the Diversity/EEO Office. A sample hiring matrix can be found on the Human Resources website in the Talent Acquisition section, in the Hiring Manager's Toolbox.
   a. As applications are received in the system, they can be evaluated against the matrix criteria.
   b. The committee or hiring team should begin to create interview questions. There are sample interview questions in the Staff Recruitment and Selection Guide, which can be located in the Hiring Manager's Toolbox.

3. If the committee or hiring team would like to review the applicants in the pool, without receiving any new applicants, please e-mail hrs.recruiting@ttu.edu to ask for the requisition to be removed from the website, so that no more applicants will be received.
   a. The departmental admin person will need to use the handout, **Transitioning Candidates**, to move the candidates appropriately through the process.
   b. The following steps (4-7) take place in conjunction with the movement of candidates in the Kenexa system.

4. The committee may conduct initial interviews, but the process to get the candidate pool certified by the Diversity/EEO office must be completed prior to the candidate(s) visiting the campus. Details are outlined in OP 32.16.

a. Once a candidate has been selected the information outlined in OP 32.16, Attachment E, must be submitted to the Provost's office for the official offer letter. Prior to submitting the information for the official offer letter, the department will need to utilize the **Preparing Offer Outline** handout and get the offer outline prepared and approved. The Provost's Office will send out official offer letters for faculty positions, with the exception of instructors.
b. The department should provide the candidate with the **What to Expect** handout.

5. Once the candidate accepts the offer, the system will proceed with the background check. The department should communicate to the candidate to look for an e-mail from Hire Right. It should be received within 1 to 2 business days of when the offer is accepted. The candidate must respond to the Hire Right e-mail for the background check to be processed. The department should check the status of the candidate after 2 business days to ensure the background process has started.

6. When the background check is complete the hiring manager will receive notification to proceed with the hire. The department will complete the transition of candidates as outlined in the **Transitioning Candidates** handout at the Ready to Hire stage.

7. Once the department has updated the HR status to Ready to Hire, the candidate will receive an email with credentials to sign-in to the On-boarding system.

8. The department is responsible for the timely processing of the I-9 Form and E-Verify and attaching it to the New Hire ePaf for processing. ***NOTE:*** *Completion of all these steps in a timely manner is important for the new hire to gain access to TTU systems, i.e., eRaider, R#, Blackboard, and e-mail. If a candidate is located in another city/state; the department may contact HR Compensation/Operations at hrs.compensation.operations@ttu.edu to locate an approved I9 verifier to assist with the completion of the I9 in the city/state where the candidate is located.*

9. The HR Compensation/Operations area will review the new hire paperwork in Kenexa once the New Hire ePaf is submitted.

10. The department will need to disposition all remaining candidates in the pool. Once all candidates are dispositioned, send an e-mail to hrs.recruiting@ttu.edu to close the requisition.