STAFF RECRUITMENT

1-2 days | **3-5 days** | **5-30+ days** | **1-2 days**

1. Review the position description

2. Submit a Job Posting Request

3. Review applications and screen candidates

4. Make an offer and begin onboarding

Human Resources will draft the job posting based on information you provide in the position description. All position descriptions for the University are housed in our talent management system, PageUp. This document is the cornerstone of a position, serving as a point of reference for the employee, supervisor, and Human Resources. It should be updated regularly as the position expands or changes.

The job posting request is a simple form in PageUp where you are able to indicate relevant details for Human Resources to post the position. The job posting request must be approved by your major area budget manager, department head, and Provost or Vice President. Work with your assigned Employment Specialist in Human Resources to consider advertising the position in targeted publications or setting up a virtual hiring committee to help you review applications.

It is important to review all applications, resumes, and cover letters in a timely manner, assigning new application statuses in the talent management system as you go. When you change an applicant's status, you will be prompted with the ability to email the candidate using a pre-filled template created by Human Resources. Communicating with applicants throughout each stage of the process is critical for creating and maintaining goodwill.

If you are interested in pursuing a candidate further, Human Resources recommends the following steps before making an offer of employment:

1. Send additional questions via email, presenting real scenarios related to the day-to-day duties of the position.
2. Conduct a phone interview, preparing questions in advance, and asking the same questions in each interview.
3. Invite candidates to campus for an in-person interview.
4. Invite successful candidates for a second in-person interview, involving your supervisor and other members of your team.

Once you have identified a successful candidate, determine the salary based on the candidate's experience level and the maximum budgeted amount approved in the job posting request. If you would like to make an offer over this amount, you will need written approval from your major area budget manager and Human Resources.

Make a verbal offer to your candidate over the phone or in-person and negotiate a start date. Upon receiving verbal acceptance, submit the offer details in PageUp and Human Resources will reach out to your candidate with an official offer letter and onboarding next steps.

How to review, edit, or create a position description

How to submit a job posting request

Hiring Best Practices

How to view applications and communicate with applicants

Interview Guide and Onboarding Kit

How to submit an offer of employment

How to use the Onboarding Portal

If you have questions, please call extension 4397 or email employment@pepperdine.edu