

Staff Hiring Request Form

The purpose of this form is to request initiation of a staff hiring process. This form ~~should~~ be used to request faculty hires, nor should it be used to request hiring of students that are currently enrolled in courses at Baylor University.

Section 1: Requestor Provides Information

Requestor Name: _____ Department HR Contact: _____
New Hire Supervisor: _____ Hiring Department: _____
Contacts to Include on Hiring Process Notification: _____

Position Basics

Requisition Title (to be advertised publicly): _____
Full-Time/Part-Time: _____ Hours per week: _____
How many positions will be filled from this requisition? _____
/ () _____
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Current Incumbent (if applicable): _____

New Position or Backfill: _____ If backfill, are you requesting an upgrade/downgrade of the existing role?

If yes, % o describe: _____

Position Details

Education Required: Minimum _____ Preferred _____
Experience Required: Minimum _____ Preferred _____
Should equivalency be applied? (Additional education/experience can be considered in lieu of one or the other).

Will the position supervise staff or students? # Staff # Students

Primary Location - city and state where primary duties will be performed • W _____ If remote [Z Ç Œ] , please describe _____

Is driving required to carry out primary job duties? _____ Is travel a regular part of job duties? _____

If yes to driving/travel, please describe: _____

Description of Job Duties/Responsibilities/Approval

Date Department Head/Chair Provided Approval for Request:

Other Notes for Business Officer Review:

REQUESTOR EMAILS FORM TO BUSINESS OFFICER FOR REVIEW, CC: DEPARTMENT HEAD/CHAIR/DEPT HEAD

Section 2: Business Officer Provides Information

Business Officer Name:

Date Approved for HR Review and Hiring Process:

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BUSINESS OFFICER EMAILS FORM TO HRC FOR REVIEW, CC: REQUESTOR

Section 3: HRC/Compensation

Recommended Comp. Range:

Maximum Offer Amount Noted:

Exempt/Non-Exempt:

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Job Name:

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Position Code:

HRC FOLLOWS UP WITH BUSINESS OFFICER AND REQUESTOR ON CLASSIFICATION/COMPENSATION RECOMMENDATIONS AND NOTES ADJUSTMENTS TO SECTIONS 1 & 2, IF NEEDED. COMPENSATION THEN EMAILS FORM TO TALENT MANAGEMENT, CC: HRC

Section 4: Talent Advising/HCMS

TALENT ADVISOR CONNECTS WITH HIRING CONTACTS AND SUPPORTS SEARCH/HIRE PROCESS. TA WILL CONTACT BUSINESS OFFICER AND HRC/COMPENSATION FOR DISCUSSION IF CANDIDATE PROPOSES A HIGHER RATE THAN THE MAXIMUM OFFER AMOUNT NOTED. AFTER OFFER IS ACCEPTED, TALENT ADVISOR NOTES THE BELOW & Z] , D.

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Start Date:

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01 Requestor

1. Identify position need and receive approval from Department Head to proceed with Staff Hiring Request. If grant funded, loop in URA.
2. Complete Section 1 of Staff Hiring Request Form and email to Business Officer for review, cc: Department Head and URA (if Grant Funded).

02 Business Officer

1. Review request and verify funding.
2. Complete Section 2 of Staff Hiring Request Form if approved to move forward, and email to HRC, cc: Requestor

05 HCM Specialist

1. Creates employee record and enters relevant hiring information into Ignite



03 HRC & Compensation

1. Discuss role and corresponding classification/compensation rate. If proposed title/classification or compensation rate do not align with what Requestor/BO has provided, HRC will discuss with Requestor/BO and note any adjustments on form.
2. Compensation notes classification information on form and emails to Talent cc: HRC.

04 Talent Advising

1. Talent Advisor (TA) is assigned for the search/hire process. After receiving Staff Hiring Request Form, TA contacts hiring manager for discussion and candidate (if direct hire)

Competitive Hire - Length depends on candidate pool, department responsiveness, interview steps, background check, and negotiations.

Direct Hire - Length depends on candidate responsiveness and background check.

2. TA creates hiring requisition
3. TA assists with offer to selected candidate and facilitates communication for negotiations
4. Background Check is initiated for offered candidate
5. TA communicates hiring details for HCMS Entry into Ignite.