Staff Hiring Request Form

The purpose of this form is to request initiation of a staff hiring process. This form should <u>not</u> 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.

<u>**Section 1: Requestor Provides Information**</u>

Requestor Name: Department HR Consultant:

New Hire Supervisor: Hiring Department:

Contacts to Include on Hiring Process Notifications: *These individuals will also be able to see offer information, salary, etc.*

Position Basics

Requisition Title (to be advertised publicly):

Full-Time/Part-Time: Hours per week:

How many positions will be filled from this requisition?:   Type of Hire Requested:

If direct hire is being requested, select position duration: If

If direct hire, candidate name and email:

If direct hire, is candidate a current Baylor employee?   Position Ongoing or Temporary?

If temporary, provide targeted dates of employment: Start   End   Grant Funded?

URA Name (If Applicable):   Current Incumbent (if applicable):

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

If yes, please describe:

Position Details

Education Required: Minimum   Preferred

Experience Required: Minimum   Preferred

Should equivalency be applied? (i.e. Additional education/experience can be considered in lieu of one another).

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

Primary Location (City and state where primary duties will be performed):   If remote/hybrid, 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 (Include Below or Attach):

Date Department Head/Chair Provided Approval for Request:

Other Notes for Business Officer Review:

Section 2: Business Officer Provides Information

Business Officer Name: Date Approved for HR Review and Hiring Process:

Department Number: Max Offer Amount:

Talent Advisor will contact BO and HRC/Compensation for discussion if candidate proposes a higher rate than the max offer amount.

If position is within the Academy, confirm date max offer amount approved by Provost's office:

Other Notes for HR Review:

Section 3: HRC/Compensation

Recommended Comp. Range: Maximum Offer Amount Noted:

Exempt/Non-Exempt: Pay Band: HCMS:

Job Name: Position Number: Position Code:

Section 4: Talent Advising/HCMS

Candidate Name: Start Date:

Salary Accepted: Confirm Official Title:

If Salary Accepted is above Max Offer Amount noted above, date of final approval from BO (and Provost's office if within the Academy):

Is the selected candidate a current Baylor employee?

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. *Staff hires/ max offer amounts in the Academy should also be approved by the Provost's office*
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

Staff Hiring Stages

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 Advising, 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.