

**A & P Interview & Selection Process-** How to process the paperwork hire an employee; for questions, call the Assistant Dir., Employment and Compensation x2128 or Compensation Mgr. x2223

HRM

Administrative Unit

Budget

**CHART 4b \*\***

**Interview & Selection Process  
A & P Positions**

Search Committee: (AA may assist)

1. Review applications online
2. Interview top candidates & complete Interviewer Sheets
3. Select finalist
4. Change status of all candidates online
5. Contact HRM to place job on hold

HRM Places job on hold, removes job posting from web

Supervisor/AA Sends/faxes Criminal Background Check form to UTD Police

UTD Police conduct Criminal Background Check and fax their recommendation to supervisor

Supervisor returns to selection step

Does Candidate pass background check?

Yes

Before Supervisor/Search Committee Makes Offer, Supervisor sets hiring salary

Is funding adequate for salary offer?

No

Initiate BAF (Budget Adjustment Form), send to Budget

Yes

Supervisor or designee make job offer

Is Offer Accepted?

No

No

Proceed to HRS Paperwork Charts; 3/4c for New Hire, 3/4d for Internal Hire

Yes

Search Committee Chair prepares Affirmative Action report. Submits to AVP HRM within 15 days of close of search. See A & P Search Plan Guidelines, or contact HRM with questions.

**\*\*When an Internal Candidate is chosen, the same interview & selection process is followed. Consult Compensation Plan guidelines for Promotions, Lateral Transfers or Demotions, as applicable. If the move is a lateral transfer or demotion, a Criminal Background Check will not need to be done. See Chart 3/4d for paperwork for Internal Hires as noted above.**