

**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 3b \*\***  
**Interview & Selection Process**  
**Classified Position**  
 (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?

Before HRM Makes Offer, Supervisor/AA:  
 1. Set salary based on Pay Plan & Budget Policy

Is funding adequate for salary offer?

Initiate BAF (Budget Adjustment Form), send to Budget

Route "Justification for Starting Compensation" for approvals per form

Budget approves "Justification for Starting Compensation", sends to HRM;

1. HRM Receives Justification & Job Offer Packet  
 2. HRM makes offer

Supervisor assembles Job Offer Packet (Job Offer form, Interviewer Sheets and Criminal background check) and sends to HRM

Is Offer Accepted?

Proceed to HRS Paperwork 3c for New Hire, 3d for Internal Hire

\*\*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 3d for paperwork for Internal Hires as noted above.