**POSITION APPROVAL AND ADVERTISEMENT**

1. Screening committee is appointed and selection criteria is defined. (not mandatory, but highly recommended)

2. Position Requisition and ADA forms are completed and submitted for approval by Human Resources through PeopleTracker (PeopleTracker can be found on the HR Services Menu channel via the eWeber portal).

3. Position is advertised for appropriate time period. (Two day minimum)

4. Application materials are received through PeopleTracker.

Note: Pooled Positions are available for departments who hire continuously. Contact Human Resources for more information.

**SCREENING AND INTERVIEWING APPLICANT**

1. After the position closing date, application materials are reviewed online in PeopleTracker.
   - The Applicant Rating System may be used in the evaluation of candidates.

2. Interviews are conducted. If hiring a work study, have the candidate bring their CERT card to the interview.

3. Reference checks are done.

4. Finalist is selected.

   - Hiring committee members will login at https://jobs.weber.edu/hr using their guest user name and password.
   - Also, the Applicant Rating System is designed to assist you with the evaluation process. The system computes the weighting and rating data. Access ARS thru the faculty/staff portal. Information: ext 6035

**SELECTION APPROVAL AND OFFER**

1. Change status of selected applicant to HR Hire Approval in PeopleTracker.

2. *Offer of employment is made by the hiring authority.

3. Call Human Resources to notify of the final decision. At this point all unsuccessful candidates will be emailed.

4. A paper PAR is prepared by the hiring authority and submitted to Payroll.

5. If hiring a work study, the selected applicant gets their CERT card signed and completed by the supervisor to take to payroll.

6. If hiring an International Student, selected applicant must obtain a letter (Work Permit) from the International Student Center.

7. The new employee will need to bring a driver’s license, social security card, and voided check to Payroll to complete an I-9, W-4, and direct deposit paperwork. The CERT card also needs to be turned in to Payroll at this time.

8. Selection is approved by Human Resources and the job is set to “Filled.”

*Note: If position requires a background check, the offer must be conditional upon the results of the background check. These employees may NOT start work until results are received.*
Hiring Checklist for All Hourly Employees

Please be aware that this information is intended for use as a guideline only. For further information, see the WSU Policy and Procedures Manual, section 3-5.

Human Resources: 801-626-6035