

University of Montevallo
Steps for Hiring a New Staff Employee

Job Description

1. Contact Human Resources or login to the PeopleAdmin Job Description Library to review the current and approved job description. If no changes have been made to the JD on file with HR, no new submission is needed. If changes are required complete changes by editing the JD and submit to HR for review. To establish a new position, and guidance in developing an appropriate job description and classification, contact Ashley Baugh for assistance at (6091).
2. Login to the PeopleAdmin System with your regular UM username and password.
3. If needed, please schedule a 30 minute session with HR for PeopleAdmin training, contact Dawn Makofski at (6071).
4. Once complete, HR will submit to the hiring manager the approved classification and the final job description.

Creating Posting

5. The approved Job description will be sent to Dawn Makofski for posting. The hiring manager will send an e-mail to Dawn at makofskidb@montevallo.edu and include the following: budget number to pay for advertising, job posting date, closing date or open until filled, and position start date.
6. Unless otherwise requested, ads for staff and non-executive positions will be in the form of a pointer ad which points potential candidates back to UM's website to view the job posting and apply online.
7. Ads for faculty and academic administrator positions will be provided to HR by the Provost's Office.
8. Unless otherwise requested, ads for other executive/administrator positions will be provided by the appropriate department head.
9. HR will submit posting to Hiring Manager for final approval.
10. Hiring Manager approves posting and submits through PeopleAdmin to Dean or Division Head/VP for final approval.
11. Dean or Division Head/VP submits posting to President for final approval.
12. President or President's Proxy approves posting and submits to HR to post live on the internet and print media.
13. Human Resources will give all necessary participants the appropriate user access.
14. HR will post the position. Applicants may begin applying.

You are here



15. **Before reviewing applications all parties responsible for reviewing applications must meet with the Director of Human Resources (Ashley Baugh) to review search procedures and EEO guidelines.**

16. Hiring Managers, search committee members, etc. may now begin reviewing, eliminating, and selecting candidates for interviews. During this time, phone, Skype, informal pre interviews (to gauge interest) may be conducted by hiring authority.

Hiring Manager/Department Chair updates the PeopleAdmin system to indicate the names of the candidates selected for interviews and the reasons for selection/non selection of ALL candidates. The results are then forwarded via PeopleAdmin to the HR Director/EEO Officer for certification.

To submit pool for certification:

- a. Login to PeopleAdmin under your current group: Hiring Manger.
 - b. Make sure all applicants **not** scheduled for an interview are eliminated and given a reason for non-selection.
 - c. Make sure all applicants scheduled for an interview are given a reason for selection.
 - d. Next hover over the orange "Take Action on Posting" button/drop-down, located in the upper right of the posting screen.
 - e. Select "Send to EEO (move to Posted EEO)".
 - f. Submit.
17. **Before campus interviews are conducted. The entire pool of applications must be reviewed and certified by the Director of Human Resources/EEO Officer for compliance.**
 18. The HR Director/EEO Officer certifies the pool of applicants, if there are no questions or clarifications required, the EEO Officer will submit the approved pool back to the Hiring Manager to begin campus interviews.
 19. **Hiring Manager selects a candidate to recommend for hire then starts the Hiring Proposal. This will notify HR to review compensation. HR will discuss the appropriate salary to offer in accordance with UM's compensation program (this happens before contacting the candidate).** Login to PeopleAdmin and start the hiring proposal.

To start hiring proposal:

- a. Make sure you are login to PeopleAdmin under your current group: Hiring Manager.
- b. Select the candidate's name who is recommended for hire.
- c. Under the "Take Action on Job Application" (orange button) the hiring manager will click next to the **green plus sign**, "Start Hiring Proposal."

- d. The position title will be pre-selected. Scroll to the bottom and click “Select Position Description (blue box)”
 - e. Click OK
 - f. Scroll to the Hiring Information section and enter the salary you want to offer and the start date.
 - g. In the Explanatory Comments box enter any information pertinent to this position.
 - h. Hover over the “Take Action on Hiring Proposal” the orange button/drop-down and select send for Compensation approval.
20. If there are any issues with compensation HR will contact you for more information. Once HR approves the compensation you will receive an email stating “Compensation approved”.
 - a. Salary offers as stated on the hiring proposal must fall within the posted salary range for that position unless prior approval from the HR Director has been obtained. Salary offers are not to be made without an approved hiring proposal. Upon receipt of an approved hiring proposal, a verbal salary offer is to be made on a contingent basis (contingent on that candidate successfully passing the background screening). Upon a successful background check, an official letter of appointment from the President will be issued through the HR Department.
21. Hiring Manager may now contact the applicant and makes a tentative job offer. He/she informs the applicant that the offer is contingent on successful completion of the background check. If the applicant accepts the offer the hiring manager will log back into PeopleAdmin.
 - a. Under the **HIRING PROPOSAL** tab, select the candidate’s name.
 - b. Hover on the “Take Action On Hiring Proposal” button/drop-down and select “Accepted offer; send to background check”
22. This will inform HR that the candidate has accepted the offer and to start the background check.
23. HR conducts the background check and notifies the hiring manager accordingly. If the background check reveals no problems:
 - a. HR department completes PAF or EPAF;
 - b. Hiring department will review the PAF or EPAF and verify the effective start date, title, annual salary, account number, and campus address and phone number (please note missing information on the PAF will be highlighted in yellow. The PAF or EPAF will go through the same review/approval process as the initial recruitment.
- (If the background check does reveal a problem, the Director of Human Resources will notify the department of the impact on hiring eligibility.)
24. Approval from the appropriate administrators (Dean, VP, etc.).
25. The President approves the job offer and submits back to HR for final processing.
 - a. For Faculty positions VPAA/Provost prepares an appointment letter.

- b. For staff positions HR prepares an appointment letter.
- 26. HR completes final hiring proposal, removes posting, sends regret letters, processes paperwork, and schedules new hire orientation. Your candidate's first day of employment should correspond with the University's "new hire start date" as indicated on the Payroll and Holiday Calendar.
- 27. HR will assign a UM id number and email address.
- 28. Upon selection of the successful candidate and issuance of a Personnel Action Form, the hiring manager/search chair or head of the division should make personal contact with the candidates who came to campus for an interview to let them know the search is concluded. The Director of HR is available to provide guidance in making personal contacts.

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