

## **Hiring Manager's Guide to Hiring Regular Staff**

1. Complete [Position Requisition](#) and send to [AskHR@wfu.edu](mailto:AskHR@wfu.edu) subject line: Position Requisition.
2. Send the new/or updated [position description](#) and organization chart to [AskHR@wfu.edu](mailto:AskHR@wfu.edu) subject line: Position Requisition.
3. Email posting specific questions to [AskHR@wfu.edu](mailto:AskHR@wfu.edu) subject line: Posting Specific Questions.
4. Review applicants by logging into [PeopleAdmin](#) with your username and password.
  - As you interview applicants, be sure to mark them as “interviewed”.
  - Refer to the [Interview Guide](#).
5. Complete a minimum of two [reference checks](#) for your selected candidate.
6. Send the completed the [Candidate Requisition](#), [Information Systems Request](#), [references](#), the candidate's application and resume to [AskHR@wfu.edu](mailto:AskHR@wfu.edu) subject line: Candidate Requisition.
7. Make a verbal offer that contingent upon successfully completing a background/credit check and drug screen and determine a tentative start date.
8. Call back the member of the HR Service Center that initially contacted you to let them know if the candidate has accepted the offer, and desired start date.
9. Mark the selected candidate as “offered job” in [PeopleAdmin](#).
  - Change the status of those that you have interviewed to “not hired” and select the appropriate reason.
10. Refer to the [Pre-Hire Checklist](#) and the [First Day Checklist for New Staff](#).