Hiring and Onboarding Resources

**Effects of mitigation plans during the COVID-19 crisis**

Please review additional information related to hiring, recruiting, and COVID-19, which may differ from usual UT and COE procedures:

**Resources**

- Office of the President: Mitigation Plans During COVID-19
- HR: Recruitment and Hiring Criteria in Response to COVID-19
- COE Wiki: Fiscal Mitigation

**Notes**

- Due to the University pause in hiring, new staff hires, including independent contractors and temporary positions, must receive the Provost's pre-approval. See COE Wiki: Fiscal Mitigation, "Hiring" for instructions.
- Exception: Positions paid 100% from restricted grants/sponsored projects do not require Provost pre-approval. For these positions, comments should be added to the Workday job requisition and/or hire business process confirming that the position is 100% funded by grants and therefore exempt from the need for Provost approval.

**Hiring and onboarding**

- COE Wiki: College of Education Onboarding Procedures
- HR:
  - Background checks - how and when to request
  - Date Checker tool - appointment beginning and end dates
  - Hire process
  - New Employee Welcome and Orientation registration - for managers
  - HR: Reference checks
- HR Checklists:
  - International Student Employee Checklist
  - New Student Employee Checklist
  - New Employee Checklist for non-student positions
  - Supervisor's Checklist for Hiring a New Student Employee

**Interviewing**

- COE Box:
  - Interview Question Bank - by competency
  - Interviewing Basics
  - Interviewing Dos and Don'ts
- HR:
  - Forming a Selection Panel or Matrix
  - How to Check References
  - Interviewing Tips
  - Veteran's Employment Preference
- LinkedIn Learning video collection: Recruiting and Interviewing (COE)

**Posting positions and recruiting**

- COE Dean's Office Diversity and benefits statement (COE Wiki)
- Fair Labor Standards Act (FLSA)
  - FLSA annual minimum salary for an exempt job is $35,568, as of January 1, 2020
  - AskUs: What is FLSA status?
- HOP: Recruitment and appointment policies
- HOP 3-3010: Disability Accommodation for Applicants and Employees
- HR:
  - Pay Plan and Job Codes
  - Post positions and recruit
  - Prior Approval and Restricted Job Classifications - titles requiring prior SWS approval
  - Public Pay Plan - UT Direct
  - SmartHire (assistance with the recruitment and selection process for high-level and hard to fill positions)
- UTemps (UT temporary staffing services):
  - UTemps Overview
  - Personnel Requisition Form
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