Resources - Hiring, Onboarding, and Recruiting

Hiring and onboarding

Onboarding tasks are launched automatically when a Hire business process is initiated and the Onboarding Setup subprocess is completed. If not utilizing the Hire business process and onboarding tasks are required for the employee, HR Records will need to launch onboarding. To have HR Records launch onboarding for an employee, email hrsc-records@austin.utexas.edu.

Resources

- **HR:**
  - Background checks - how and when to request
  - Background Check Administration (BCA) Overview (PDF)
  - 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
- **ITS:** Getting started with Duo (multi-factor authentication)
- **Workday:**
  - Hiring process documentation

I-9 Resources

- **HR: I-9 and E-Verify Resources**
- **I-9 Document Matrix**
- **List of Acceptable Documents for the Form I-9**
- **U.S. Citizenship and Immigration Services: I-9 Handbook for Employers**
- **Workday training resources: I-9**

Form I-9 Rules

Frequently Asked Questions

See the askUS knowledge base for other frequently-asked questions.

Duplicate applicants

A duplicate candidate record is preventing me from hiring.

See Duplicate Candidate Records Interfere with Hiring.

Resolving duplicate applicants

Email hrsc-duplicate-candidates@utlists.utexas.edu and cc Mario Kibler, HR Service Center Director. Include the applicant's name and the job requisition number.

How to avoid creating duplicates

See Avoiding the Duplicate Pre-Hire Trap.

Unable to move candidate forward

Why can't I move a candidate forward on a job requisition?

See Unable to Move Candidate Forward on Job Requisition.

Why can't I move a candidate to Ready for Hire?

See Cannot Move Candidate to Ready to Hire.

Other Workday questions

In a Create Job Requisition business process, I'm getting a notification that the job profile requires prior approval.

See Prior Approval and Restricted Job Classifications for a list of job profiles requiring authorization prior to use. The list includes which office to contact for each position for approval.

During the hire process, the existing Pre-Hire doesn't come up in a search.
How do I correct a misspelled new hire's name in Workday?

A. If caught before adding the EID to the pre-hire record, contact Operational Support at askUS@austi.edu to request that they delete the pre-hire record, and then you can recreate it with the correct name. If caught after adding the EID, the employee can correct their name during the Onboarding process while completing the Personal Information task. See more at Troubleshooting a Pre-Hire.

Mainframe access

How do I get a Mainframe logon for my new hire?

Contact your DPUSER Department Contact. To find them, go to the HR MS Employee Authorizations website, enter your EID and click “Go,” and go to the "Mainframe Logon Authorizations and Roles" section to view your mainframe logon (DPUSER) contacts.
Interviewing resources

- 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 resources

- 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
- 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
- Workday:
• Recruiting documentation

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