

## How to hire — Employees

The purpose of this guide is to assist hiring managers and their chapter leads in the process of recruiting talent, verifying and assessing applicant information, and completing the steps necessary to fulfill all aspects of ASU's hiring process. We encourage utilizing the checklist below to ensure a new hire's transition to ASU is seamless and efficient.

### Steps for Hiring Managers:

- Obtain approval from your chapter lead for backfill and new positions; OR the People Operations team will contact the hiring manager when the new position is approved.
- Submit a [UTO Staff Recruiting ServiceNow ticket](#) to the People Ops team.
- People Ops will collaborate with the hiring manager to develop a recruitment strategy, which includes developing a job description, how long to post the position, salary for posting, etc.
- People Ops will then notify the hiring manager when the position posts, as well as when it closes. They will share applicant information (i.e. cover letters and resumes) with the hiring manager.
- The hiring manager (or hiring committee) subsequently reviews applicant information, conducts interviews, and performs reference checks using the eLinks provided by People Ops.
- The hiring manager will select the final candidate and notify People Ops.
- OHR will review the finalist, and approve the verbal offer.
  - If the hiring manager is offering a position to an existing ASU Employee, rules regarding 'poaching' can be found [here](#).
- The hiring manager will make a verbal offer; the candidate accepts.
- People Ops then initiates a background check, which takes 24-72 hours.
- When the background check is complete, People Ops extends an electronic offer letter to the candidate.
- Candidate accepts the electronic offer letter.
- The hire is complete in PeopleSoft. The following teams are auto notified:
  - Onboarding
  - Deskside Support
  - Space Management
  - Building Access

- People Operations will inform the new employee of the following:
  - Orientation date
  - Employee ID
  - ASURITE information

The onboarding process is now ready to begin. Time to [return to the site for onboarding next steps.](#)

**Resources:**

- [UTO Staff Recruitment ServiceNow ticket](#)
- [Internal hiring procedures page](#)