

# Hiring Trivia



Human Resources

04/2024

# Student Trivia

*What is the first step to hire a student?*

- A) Call HR
- B) Submit a Pre-Hire
- C) Handshake link job posting
- D) Change Request

# Student Trivia

*How many hours can a student employee work while in class?*

A) 24

B) 30

C) 19

D) 40

# Student Trivia

*On the Student Pre hire form who is the HR Contact?*

- A) Submitter of the form
- B) Supervisor Name
- C) HR employee

# Student Trivia

*What form do you use if a student is wanting to be hired when already have job on campus\**

- A) Position Review
- B) Change Request
- C) Pre-Hire
- D) Employee Form

# Student Trivia

*Should departments use a separate PIN for student worker & work study?*

A) YES

B) NO

## Student Trivia

*Is it required to attach Work study permit award to the pre hire form during the hire process?*

A) YES

B) NO

# Student Trivia

*When should you request the permit from the student to review/verify?*

A) Weekly

B) Semester

C) Annual



# Student Trivia

*When is it ok to start the I-9 process?*

- A) At the beginning of the hire
- B) After the hire has begun and received the onboarding email
- C) When they do the background check

# Student Trivia

*All student positions for new hires, transfers and add jobs must be posted for a minimum of 30 days on Handshake/ Hirealion?*

A) True

B) False

# Student Trivia

*How many hours can a Task worker work while being employed for 3 months?*

A) 20

B) 14

C) 30

# Staff Trivia

*What type of staff positions require an official search committee for the interviewing process?*

- A) Hourly Positions.
- B) Salaried Positions.
- C) Director-Level or above positions.
- D) All of the above.

# Staff Trivia

*Scenario: A position you are hiring for has been posted, the matrix has been completed, and qualifying candidates have been interviewed with all required forms completed for the entire search process to fill the position, you wish to select a candidate who currently works on campus. A verbal offer has been made to the employee and they have accepted. How do you get this employee transferred to the position you are wanting to fill?*

- A) Submit a position review form to request transfer.
- B) Submit a Final Hiring Checklist with Presidential approval, Matrix, Interview Notes, and all required forms from the process along with requested start date.
- C) Email the employees department, and HR to advise of switch.

# Staff Trivia

*How many days does a staff position need to be posted before the posting can be closed?*

- A) 35 business days.
- B) 5 calendar days.
- C) 7 calendar days.
- D) 5 business days.

# Staff Trivia

*How many reference checks are required to be completed before a verbal offer can be given?*

- A) 2 reference checks for the candidate you wish to offer the position to.
- B) 2 reference checks for all candidates interviewed face-to-face.
- C) 3 reference checks for the candidate you wish to offer the position to.
- D) None of the above.

# Staff Trivia

*What do you use to complete a reference check?*

- A) Letters of recommendation the candidate submits with their application.
- B) Background check.
- C) Reference Check Form



# Staff Trivia

*What is the minimum number of candidates that is required to move forward for face-to-face interviews.*

- A) 3, unless approval from Director of HR is given to move forward with 2 applicants.
- B) 2, unless approval from Director of HR is given to move forward with 1 applicant.
- C) No minimum number of candidates are required.

# Staff Trivia

*Who initiates the first rough draft of the matrix that's used for staff searches?*

- A) The Admin assisting on hiring for the position.
- B) The Supervisor of the position.
- C) Talent Acquisition Employment Coordinator.
- D) The Department Head of the position.

# Staff Trivia

*Who processes the dispositioning and moving forward of candidates in the Workday Requisition?*

- A) Hiring Manager.
- B) Chair of Search.
- C) Employment Coordinator.
- D) Administrative Coordinator/Assistant.

The screenshot displays the Workday Requisition interface for managing candidates. The top navigation bar includes 'Overview', 'Candidates', 'Details', 'Organizations', 'Qualifications', and 'Job Postings'. The 'Candidates' section is active, showing options for 'All Active Candidates', 'Awaiting Action', 'Inactive Candidates', and 'Extend My'. A summary card indicates 17 Initial Review candidates, with 0 in the 'Screen' stage and 0 in the 'Interview' stage. Below this, a table lists 17 items, with 1 selected. The table has columns for Job Application, Step / Disposition, Awaiting Me, Awaiting Action, Awaiting Person, and Awaiting Action - Step. The selected row shows 'Initial Review' with a 'Review' button in the 'Awaiting Me' column and '12' in the 'Awaiting Action' column. At the bottom, a yellow highlighted bar contains 'Move Forward' and 'Decline' buttons, along with 'Send Message' and a menu icon.

<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Awaiting Person	Awaiting Action - Step
<input checked="" type="checkbox"/>	[Redacted]	Initial Review	Review	12	[Redacted]	Review Decision

# Staff Trivia

*Is the background check completed after the Final Hiring Checklist is submitted and approved?*

A) YES

B) NO

# Staff Trivia

*Is presidential approval required for all staff positions?*

A) YES

B) NO

# Faculty Trivia

*Adjuncts can have an FTE up to 50%?*

A. True

B. False

# Faculty Trivia

*How long must a full-time faculty position be posted?*

- A. 10 Business Days
- B. 5 Calendar Days
- C. 35 Calendar Days

# Faculty Trivia

*Which combination below accurately reflects an Adjunct hired to teach 2 courses in the Fall?*

- A. FTE:30% SCH:3 SWH:16 Term Length:4.5months
- B. FTE:40% SCH:6 SWH:16 Term Length:4.5months
- C. FTE:40% SCH:8 SWH:16 Term Length:4.5months
- D. FTE:20% SCH:3 SWH:8 Term Length:1.5months



# Faculty Trivia

*All full-time faculty positions require a search committee.*

- A. True
- B. False

# Faculty Trivia

*A search committee comprises of the following (fill in the blanks):*

\_\_\_ chair and \_\_\_ committee members with one member being from \_\_\_\_\_ of the department.

# Faculty Trivia

*What two items must be retrieved by the department before submitting a Faculty FHC?*

- A. Approved background check
- B. FCI receipt
- C. Signed appointment letter
- D. Official transcripts

# Faculty Trivia

*Transcripts are considered “official” when they come from the new hire and/or directly from the University.*

- A. True
- B. False

# Faculty Trivia

*When will the new Faculty hire be given a CWID and Banner access?*

- A. Once the FHC has been submitted
- B. After the background check is complete
- C. Once the new hire has completed their I-9
- D. After the appointment letter has been signed

# Faculty Trivia

*A Position Review Form must be submitted to create both full-time Faculty PINs and Adjunct PINs.*

- A. True
- B. False

# Faculty Trivia

*Which of the scenarios below require posting an Evergreen Requisition (choose all that apply)?*

- A. Hiring an Ad-Interim or Instructor (Non-Renewable)
- B. Hiring Adjuncts
- C. Posting that includes more than one PIN with the exact same position description
- D. Posting internal only without a PIN attached

## Work Study

Same Hire Process but will \*[require PERMIT verification](#) that they are getting the award per semester.

**Dept. will request this from student to attach to the pre-hire form in Laserfiche.**

For all departments\* this is to be verified every semester to allow them to stay in a Work study pin paying out of Federal funds.

There are two types of work study: Federal College and Texas College



## Workday Change Request

Workday change - is done for any change to be processed by HR  
**Department will submit a change request form via Laserfiche**

Includes: Data Job Change, Add job, Transfer, Pay alterations, Title change, and End job or Termination Request.

Same hire process in Workday

## I-9 Form

NOTE: Incorrect or missing documents can lead to a delay in your start date and if the Form I-9 is not completed, a termination will be processed, and they will not be eligible to work.

Also **VERY IMPORTANT**\* Departments will be held accountable for hires started work/training before the entire I-9 Process is complete.

An out of Compliance letter will be issued for signature to the Department Head.

## Main points to remember

- Important to always ask if the one you are hiring has any other jobs on campus.  
If so, this will not require a new hire form it will be a change request. To add a job or transfer.
- Additionally Work-Study students cannot earn more than your Work-Study Award. Work schedules are arranged between the student and his/her supervisor.
- Although Regular Campus Student Workers are eligible to work during the break based on departmental funding, Work-Study students can only work through the last day of the semester ( when the permit ends) Ex: Spring ends May 3,2024.  
Spring and Fall (usually together) separate award for Summer
- GA's will either need to be qualified for Summer for 20 hours a week or add a student worker pin/ position to continue work fulltime if not enrolled in class for Summer. Spring ends on May 31,2024. Summer begins on June 1st

## Main points to remember

### (STAFF)

- Workday will be used only to review the applicants. The departments, hiring supervisor and/or search committee members are NOT allowed to disposition or move candidates forward in Workday. (Hiring Procedures and Guidelines pg. 13)
- HR needs to be notified when ready to start a search, so a kick-off meeting and matrix can be sent for use.
- Official Offer Letters are sent to the candidates from HR once all processing is complete (Verbal offers are given by the department that is hiring)
- Costing Allocation Account numbers come from the budget team.
- Any compensation amount that is higher than the default or approved on the position review form, needs budget approval as well as approval from HR Compensation Analyst, Hailey Bearden



**The End**