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Office of Human Resources

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## New Hire/Transfer Hire/Promotions (Staff)

To hire a new employee or transfer hire, the following steps must be completed prior to the new/transferred employee start date.

- 1 Successful candidate completed an online application via the [PV PATH Online Application System](#) and should have met the minimum qualifications for the position being hired into.
- 2 Department should have submitted all completed interview and evaluation matrices to the University's EEO Officer in accordance with the [Equal Employment Opportunity Hiring Process Checklist](#) and new hire should have been approved by EEO.  
  
Department should have submitted a completed [Confidential Release Form](#) to initiate a criminal background check on the prospective hire. The prospective employee may not begin working until the results of the criminal background check have been received.
- 3
  - Anytime there is a break in employment, a new background check is required on the prospective employee.
  - Any prospective employee being promoted/transferred from another department is required to undergo a background check prior to being placed into the new position.
- 4 The Office of Human Resources should have been contacted for an offer letter template. A copy of the finalized offer letter should have been emailed to [hrteam@pvamu.edu](mailto:hrteam@pvamu.edu) for review by the Office of Human Resources. **The offer letter should not be extended to the prospective employee until the finalized offer letter has been approved by the Office of Human Resources via email.**  
  
Letter of offer should have been extended to prospective employee in accordance with offer template provided by the Office of Human Resources. All written offers of employment must be routed to the appropriate Vice President's office. The written offer of employment will be sent out from the hiring department's respective Vice President's office. **Please ensure that the mailing address for the prospective employee is correct. A corresponding department envelope should be attached to the written offer when routing to the respective Vice President's Office.**
- 5 The prospective employee should have returned the accepted/declined written offer of employment to the hiring department. The hiring department should have then forwarded the accepted/declined offer to the Office of Business Affairs. The Office of Business Affairs will route all accepted/declined written offers of employment to the Office of Human Resources.
- 6 The completed [Faculty/Staff Email Account Request Form](#) for the prospective employee should have been submitted to the Office of Human Resources upon successful written offer of employment being accepted.
- 7 Hiring Proposal should have been received by the Office of Human Resources five working days prior to the employee start date. Employee start dates are the 1<sup>st</sup> and 15<sup>th</sup> of each month. If the 1<sup>st</sup> or 15<sup>th</sup> falls on the weekend, the employee may begin the following Monday. **Approval of the Hiring Proposal is contingent upon prior completion of the above listed items 1-7.**
- 8 EPA should have been received by the Office of Human Resources three working days prior to the employee start date. **Approval of the EPA is contingent upon prior approval of the Hiring Proposal.**
- 9 New Employees are required to attend New Employee Orientation. Department will be notified by the Office of Human Resources via email that the new employee has been approved to attend New Employee Orientation.

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