Staff Hiring Process in Paycom

**Description:**
This guide details the staff hiring process through Paycom.
Staff hire requests should now be submitted via the Job Offer Request Form in Paycom.

**Before you begin, please be aware of the following:**
- HR extends job offers to candidates for **all** staff positions.
- Most* new staff employees are required to begin working on a New Employee Orientation (NEO) date. Upcoming NEO dates can be found [here](#).
  *Temporary employees are not required to attend NEO. Therefore, temporary employees do not necessarily have to begin working on a NEO date.
- The deadline to submit the offer request is the Wednesday before NEO at 4:00 PM.

**Topics that will be covered:**
- How to Submit a Job Offer Request Form through Paycom
- What Happens Next? HR’s Hiring Steps
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How to Submit a Job Offer Request Form through Paycom

1. From the client side home page, select “Applicant Tracking” (circled in red):

2. This will take you to the applicant tracking portion of the system. Click on “Recruiter Dashboard” (circled in red):

3. From your dashboard, select “Active Applications” (circled in red) to find your candidate:
4. This will show you all of your active applicants – however, if you have an abundance of applicants, you can use the search bar shown below to quickly find the person you’ve selected for hire:

5. Clicking on the candidate’s name will take you to their applicant profile. To begin the hiring process, click on “Application Actions” and select “Offer” from the dropdown (circled in red):
6. After clicking on “Offer”, pop up questions will appear. If the “Offering Candidate with Multiple Applications” question comes up, you should **ALWAYS** select “No” (circled in red):

![Offering Candidate with Multiple Applications](image)

7. Each time you submit an offer request, you will also be prompted to either skip or create the “offer letter”, which is the Job Offer Request Form. You should always click “Create Offer” (circled in red):

![Confirm](image)
8. This will take you to the Job Offer Request Form, which consists of two parts. The first (top) portion of the Job Offer Request Form is the “Offer Letter Details” section. You will need to fill in the required fields*, and then click the green “Update” button. This will automatically transfer the information to the second part of the Job Offer Worksheet, which will be covered in step 9.

*Please note:
- **New Hire Template** should be *New Hire*
- **Scheduled Pay Period Hours** is equivalent to the working hours per week x 2 (e.g., 40 hours per week = 80 pay period hours)
9. The second part of the Job Offer Request Form is the “Offer Letter Preview” section. You will need to click “Actions” and select “Edit Offer Letter” from the dropdown (circled in red):

10. You will now be able to enter the details that didn’t automatically populate from part one. Click the green “Save” button after this is completed:
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11. Finally, click on “Offer Actions” and select “Submit for Approval” (circled in red):

The eSEAF has now been completed and sent to HR!

What Happens Next? HR’s Hiring Steps

1. HR receives and reviews the Job Offer Request Form for accuracy and verifies that the selected candidate meets the required qualifications* for the job.
   *If the candidate does not meet the qualifications for the position, HR will request justification for the selection.
2. HR verbally offers the position to the successful candidate.
3. HR orders the background check for the candidate.
4. After the background check has been cleared, HR notifies the hiring department, sends the official offer letter to the candidate, and initiates the onboarding process.

For questions about the staff hiring process, please email jobs@uco.edu