



**Southeastern  
Louisiana  
University**



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## **EMPLOYMENT PROCEDURES FOR HIRING CLASSIFIED EMPLOYEES**

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## **INTRODUCTION**

The purpose of these procedures is to establish an orderly and consistent process for the recruitment of qualified people for Southeastern Louisiana University. Selection of faculty and staff is one of the most important factors contributing to the success of Southeastern. It is the intent of these procedures to provide as much flexibility to the individual recruiting units as possible, as long as their recruitment is consistent with generally accepted management principles and legal guidelines. It is our hope that providing an outline of the hiring procedures and policies that should be followed in the hiring process will make the process easier and more clearly defined.

## **EQUAL OPPORTUNITY**

### **A. GENERAL STATEMENT**

It is the policy of Southeastern Louisiana University not to discriminate on the basis on race, color, creed, sex, national origin, age, or disability in its admission and recruitment of students, educational programs and activities, or employment policies. The University, in its relationship with students, faculty and staff, always treats with absolute fairness all those who apply for membership in the Southeastern community.

This policy reflects the requirements of Title VII of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972; Executive Order 11246; Title IX of the Educational Amendments of 1972; Section 503/504 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans Readjustment Assistance Act of 1974; Louisiana Executive Order 13; the Americans With Disabilities Act of 1990; and the Civil Rights Act 1991.

### **B. EQUAL OPPORTUNITY IN EMPLOYMENT**

The University takes affirmative action to ensure that the following are implemented at all levels of administration: recruit, hire, place, train and promote in all job classifications without regard to non-merit factors, except where sex is a bona fide occupational qualification; identify and use existing talent and potential through upgrading and promoting present employees (all promotions are based only on valid equal employment opportunity; and ensure that all personnel actions be administered without regard to the race, color, religion, sex, age, national origin, veteran status, disability, or any other non-merit factor.

### **C. EQUAL OPPORTUNITY IN EDUCATION**

It is the policy of the University not to discriminate in its admission and recruitment of students. University policies affecting students are administered in a non-discriminatory manner with regard to the following: admission, recruitment, housing and other facilities, access to course offerings, counseling, financial

assistance, employment assistance, health and insurance benefits and services, marital and parental status, athletics, and educational programs and activities.

## **APPOINTING AUTHORITY**

The President of Southeastern Louisiana University recommends to the Board of Supervisors for the University of Louisiana System the faculty and unclassified staff to be employed. All unclassified administrative staff hold their administrative appointments at the pleasure or will of the University of Louisiana System. The annual approval of the budget and personnel documents designating the salary and other personnel benefits for administrative personnel shall not constitute an implied nor expressed agreement for continued employment throughout that fiscal year, but are executed or approved solely for the purpose of budgeting and associated fiscal and administrative matters.

The University of Louisiana System grants authority to presidents of the colleges and universities within the system, or their designees, the right to hire or dismiss any classified Civil Service employee in compliance with state laws and appropriate Civil Service Commission rules and regulations. It is the responsibility of the hiring authority to ensure a fair and impartial evaluation of all applicants for the position.

## **Personnel Requests**

The process of selecting classified staff begins once a personnel need and the budgetary support to fill an existing or newly created position has been determined by the budget unit head and written approval has been granted by the appropriate vice president. The budget unit head contacts the Employment Section of the Human Resource Office and coordinates the advertisement with the appropriate Human Resource staff. The budget unit head will send a written request to advertise to the Human Resource Office before the position is advertised. Classified positions will be advertised on the Human Resource Office web site (<http://www.selu.edu/HRO>), the SLU Job Information Line (549-5065), and on bulletin boards in the Human Resource Office, North Campus, Building D.

## **Job Vacancy Notices**

**A. Reviewing the Position Description** - the budget unit head needs to review the job description to make sure it is still current. If not, it needs to be updated. The budget unit head needs to review the education, technical skills, and experience required, in addition to identifying any preferred qualifications. Consideration should be given to short-term and long-term needs and expectations for the position. For suggestions on completing classified civil service job descriptions click [here](#)

**[Suggestions for Completing a Position Description](#)** .

## **B. Downloadable Job Description Forms**

[Classified Civil Service Job Description Form \(SF-3\)](#)

### **Request To Advertise A Position.**

#### **Classified Staff:**

In order to fill vacant budgeted classified Civil Service positions, the department head sends a memo requesting the position be advertised to the Human Resource Director for approval. If approved, the Human Resource Office staff prepares the vacancy announcement based on Civil Service Job Specifications and position description forms. Relevant preferred qualifications may be included if approved by the Human Resource Director.

#### **The Applicant Pool**

#### **Classified Civil Service Positions:**

In order to be considered for vacant classified positions, an applicant must submit a State Civil Service Employment Application (SF-10), a completed **Employment form** which authorizes SLU or its designees to conduct reference and background checks on the applicant along with documentation to support any special requirements, licenses or certifications to the Human Resource Office.

[State Civil Service Employment Application \(SF-10\)](#)

### **Screening The Applicants**

#### **A. Applicants to Be Interviewed:**

**Classified Civil Service Positions:** Applications shall be reviewed by the Human Resource Office to ensure that the individuals included meet State Department of Civil Service required criteria for the position. The approved applicant pool will then be referred to the respective budget unit head for consideration.

**B. Background Checks** - All applicants for employment will be expected to sign a **Notice to All Applicants for Employment** which authorizes SLU or its designees to conduct background and reference checks on the applicant. This release authorizes University officials to conduct employment, criminal and driving background checks and to verify educational and professional credentials. This check ensures that each applicant sent forward for interview is a viable candidate. Criminal and Motor Vehicle Driving Record background

checks will be coordinated by the Human Resource Office on the finalist with the Budget Unit Head.

**C. Qualifications** - The Human Resource Office will verify that each applicant included in the applicant pool meets the minimum qualifications of the position for which they have applied. This includes verifying that applicants have made the appropriate scores on the appropriate Civil Service tests (if applicable).

## **RECOMMENDATION FOR EMPLOYMENT**

### **Recommendation Process:**

#### **Classified Positions:**

The Human Resource Office will consult with the budget unit head to determine a time to conduct job interviews with those applicants who have met the necessary requirements and been selected by the budget unit head. The budget unit head will conduct the interviews and select the candidate that he/she feels is the best qualified for the position.

The budget unit head submits a recommendation for employment to the Human Resource Office for approval.

#### **Job Offer:**

After the budget unit head has selected an applicant to fill the advertised position, he/she will notify the Human Resource Office of their choice. The Human Resource Office will make a job offer to the chosen applicant. If the applicant accepts the position, the Human Resource will work with the budget unit head to determine when the new employee will report to work.

## **APPOINTMENT TO THE UNIVERSITY**

The new employee reports to the Human Resource Office prior to or on the first day of employment to complete the remaining employment forms required to set the new employee up on the payroll system.

- 1) Tax Withholding (W-4, L-4)
- 2) I-9 (Employment Eligibility Verification- right to work in the U.S)
- 3) Retirement Enrollment Forms
- 4) Benefits Selection (Link to main benefits web page)

- 5) Appointment Affidavit
- 6) E-2 (Worker's Compensation)
- 7) Any other required forms depending on type of appointment

### **Official Appointment Letter Issued**

After all required documents have been received by the Human Resource Office the official letter of appointment is prepared, signed and mailed to the new employee.

### **New Employee Orientation**

The new employee is scheduled for the next New Employee Orientation Program.

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This page is maintained by John Impson

Questions or comments about this page should be directed to [jimpson@selu.edu](mailto:jimpson@selu.edu)

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