SOUTHEASTERN LOUISIANA UNIVERSITY

CHECKLIST FOR HIRING CLASSIFIED STAFF PERMANENT POSITIONS

Please direct questions to the Human Resources (HR) Classified Staff Coordinator at extension 5772.

A full description of employment procedures and downloadable forms are available on the HR website http://www2.selu.edu/Administration/Depts/HumanResources/hroepmenu3.htm

Step 1 The Department Head must ensure that there is an existing position (line item in the budget) for a new staff member. If not, the Department Head must contact the HR Specialist who will begin a new action in PeopleAdmin to create a new position. After the HR Specialist has begun the action and "Saved Without Submitting," the department will be able to access the action, make updates, and submit it for approvals. If approved, the HR Specialist will secure a position number. The position will appear as a line item in the budget for the next fiscal year.

Note: *For existing positions, a vacancy may be advertised once a resignation/retirement letter from the current incumbent has been accepted by the delegated appointing authority (HR Director).*

Step 2 When the department is ready to fill a new or existing position, the Department Head or his/her designee should submit a memo or email to the HR Analyst requesting permission to advertise the vacancy. The memo/email should include any specific or unusual requirements of the job, such as an unusual shift, special preferred qualifications, or whether the position is to be open to on-campus applicants only or to the general public.

Step 3 The HR Specialist will check the current position description in PeopleAdmin for the vacant position.

- If the description has not been updated within the last five years, it must be reviewed and updated with the Department of Civil Service. The update must be completed before the vacancy can be advertised.
- If the vacant position is at the supervisory level or above and has not been updated within the last twelve months, it must be reviewed and updated with the Department of Civil Services. The update must be completed before the vacancy can be advertised.
- If there are significant changes to the duties for the vacant position, the description must be updated before the vacancy can be advertised.

Step 4 The HR Specialist will notify the department once the position has been reviewed and confirmed to be correct in PeopleAdmin. The department will then begin an action to request to "Advertise and Replace for Existing Classified Positions" in PeopleAdmin.

Step 5 After administrative approval has been received and approved by the delegated appointing authority, the HR Analyst will advertise the vacancy notice on the Southeastern HR website. Additional advertisements may be placed in local newspapers as requested by the department. The notice will run on the HR website for 1-2 weeks, depending on whether it is for an academic or non-academic department. HR will screen all applications for qualifications and appropriate Civil Service test scores prior to releasing the applications for all qualified applicants to the department for their review in PeopleAdmin.

Note: *HR will pay for up to two ads placed by operating fund departments. The department will be responsible for the payment of any additional ads. Revenue or restricted fund departments will be responsible for payment of all advertisements placed.*

Note: *Departments should be aware that all notices will automatically be removed from the HR website at 5:00 p.m. on the closing date. Based on the number and quality of applicants at that time, the department may contact HR and request to extend the advertisement.*

there are PeopleAdmin "How Do I?" quick sheets available on-line to refer to or if you have other questions, call the Human Resources (HR) Classified Staff Coordinator at extension 5772.

Step 6 The department should determine interview committee participants and provide this information to the HR Recruiter. The Recruiter will make sure that all participants are up-to-date with interview training.

Step 7 At any time during the advertisement process, the applications can be reviewed through PeopleAdmin by the department using a personal logon or by the committee using Guest User Access.

Step 8 After the applications have been reviewed and the department has determined who to interview, the interviewees' applicant status in PeopleAdmin must be changed to "Interview Pending." The department should email the HR Analyst with the names of the interviewees, times and dates available, location, and length of time each interview will last. **The HR Analyst will then schedule the interviews and email the schedule to the department.** The candidates contacted for interviews will be provided with a copy of the job description for review prior to the interview. If any candidates have previous state service, he/she will be asked to provide his/her last three Performance Planning and Review forms at the interview. On-campus applicants' personnel files are available in HR for review by the hiring supervisor.

Step 9 After all interviews are conducted, the department will complete reference checks on the candidate selected for the position. The department will then forward a memo or email to the HR Analyst indicating the candidate selected along with the results of the reference checks. After satisfactory previous employment verifications and criminal and motor vehicle background checks have been completed, **<u>the HR Analyst will make the job offer</u> making sure the candidate knows of any special conditions and that the job offer complies with all Civil Service Rules.**

<u>Note</u>: *Some positions require post-offer, pre-employment drug testing.*

Step 10 HR will notify the department when/if the job offer has been accepted and what the start date will be. If the job offer is declined, the department will have the option to go on to other candidates or re-advertise.

Step 11 Once a job offer is made and accepted, the department must change the candidate's status in PeopleAdmin to "Recommend for Hire" and the status for all other applicants to "Not Hired" with the appropriate reason. Once the candidate's status is changed to "Recommend for Hire," a link will appear to "Begin Hiring Proposal." After the hiring process is completed in PeopleAdmin, the remaining applicants will be notified through PeopleAdmin that the position has been filled.

<u>Note</u>: *If the department has correctly updated the applicants' status as the search progressed, HR will be able to generate accurate EEO forms in PeopleAdmin.*

Step 12 The new employee must visit HR prior to or within 24 hours of their first day of employment. The employee will sign all needed paperwork and, if applicable, select benefit packages at this visit. The new employee needs to bring his/her social security card, driver's license, birth certificate, and/or passport for the U.S. Citizenship and Immigration Service requirements. He/she should also bring either a voided check to be used for direct deposit into a checking account or a deposit slip for direct deposit into a savings account. **<u>All new employees are required to enroll in direct deposit for their payroll checks</u>.** A copy of a birth certificate is needed for retirement plan enrollment, if applicable.

Step 13 The employee is then set up in the payroll system.

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