SOUTHEASTERN LOUISIANA UNIVERSITY

CHECKLIST FOR HIRING CLASSIFIED STAFF
TEMPORARY POSITIONS
(RESTRICTED OR JOB APPOINTMENT)

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 determines if there is a need for additional help on a temporary basis and contacts HR to determine the appropriate type of appointment. In general, temporary appointments can be used for work of a temporary nature, to substitute for another employee, pending the filling of a position in a regular manner, or to address an emergency or work overload situation. A classified position job description will be required for a job appointment. It is not required for a restricted appointment.

Step 2 After consulting with HR and determining that a temporary position is appropriate, the Department Head secures approval up through the chain of command to the appropriate Vice President. The request must include the justification for and expected duration of the temporary appointment. Funds must be available in the budget to cover the cost of the salary and associated benefits such as health insurance for job appointments of longer than 120 days and taxes such as Medicare or OASDI.

Step 3 If the Department Head is aware of a qualified individual who is available for a temporary appointment, the HR Analyst will post the position as an internal waiver in PeopleAdmin and provide the department with the URL link to be given to the applicant(s). The applicant(s) will apply for the position using the provided link. (*Proceed to **Step 7***).

OR

If the Department Head does not know of a qualified individual who is available,

- HR may contact Southeastern retirees to determine availability and interest in filling the temporary appointment (*proceed to **Step 7***) ***OR***
- the Department Head will send a memo or email to the HR Analyst requesting to advertise the position. The HR Analyst will advertise the vacancy notice on the Southeastern HR website. An additional advertisement may be placed in a local newspaper. 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, if required, appropriate Civil Service test scores prior to releasing the applications for all qualified applicants to the department for their review in PeopleAdmin. (*Proceed to **Step 4***)

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: *Individuals hired on a restricted appointment must possess the minimum qualifications for the position but do not need a Civil Service test score. However, individuals hired on a job appointment must possess the minimum qualifications for the position and have an appropriate Civil Service test score. HR will review the individual's application to determine whether he/she is eligible for the type of appointment being considered.*

Step 4 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 5 At any time during the advertisement process, the applications can be reviewed by the department through PeopleAdmin by using a personal logon or by the committee using Guest User Access.

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 After the applications have been reviewed and the Department Head 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.

Step 7 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>: *Southeastern retirees do not need reference checks, employment verifications, or background checks.*

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

Step 8 HR will notify the department when/if the job offer has been accepted and what the start date will be.

Step 9 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." The remaining applicants will be notified through PeopleAdmin that the position has been filled.

Step 10 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 11 The employee is then set up in the payroll system.

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