

STAFF HIRING AT-A-GLANCE

<h1>01</h1> <p>DISCUSS</p>	<ul style="list-style-type: none"> • Discuss the new position with the Department Head, Dean, Executive Dean, and/or Vice Chancellor (<i>as applicable</i>). • Discuss the new position with Budget / Finance to ensure that the department has funds for the job. • If unsure as to how a new position might be classified, or how it might fit within the current departmental organization, speak with an HR Representative. • Be sure that if there has been a previous employee in the position, all separation paperwork has been submitted to HR including Exit Checklist.
<h1>02</h1> <p>COMPLETE</p>	<ul style="list-style-type: none"> • Complete a Position Control Form, if a Classified Position. If an Unclassified Position, initiate the position description process in PageUp. • If there are any questions about portions of the form, feel free to contact an HR Representative. • Don't forget to attach the appropriate required supporting documents, including: <ul style="list-style-type: none"> ○ A <i>current</i> Full Position Description for the position. ○ An <i>updated</i> Organizational Chart that shows how the position fits within the Department.
<h1>03</h1> <p>SUBMIT</p>	<ul style="list-style-type: none"> • After obtaining the required signatures from the <ul style="list-style-type: none"> ○ Department ○ Appropriate Vice Chancellor ○ Chancellor/appointing authority (<i>applicable on Personnel Action Forms for Classified Positions</i>). • The department should submit the form with all required supporting documents to Human Resources <ul style="list-style-type: none"> ○ Always send all paperwork to the HR Generalist so that it can be properly tracked.
<h1>04</h1> <p>BE ALERT</p>	<ul style="list-style-type: none"> • Upon receiving the paperwork, HR will verify that all of the necessary information has been provided. <ul style="list-style-type: none"> ○ HR will notify the department if additional information is needed for processing. • HR will notify the department once all approvals have been obtained (from the Department of State Civil Service and/or the Delegated Appointing Authority) and the position is ready to be posted. <ul style="list-style-type: none"> ○ For NEW positions, this may require that the department add additional information in PageUp to complete the posting process.
<h1>05</h1> <p>VERIFY</p>	<ul style="list-style-type: none"> • Once the position has been posted in PageUp (UNCLASSIFIED) or NEOGOV (CLASSIFIED), HR will send the department an email notification that the position has been posted. • The posting will remain up for a minimum of <u>10 Business Days</u> for Unclassified and Faculty Positions and <u>5 Calendar Days</u> for Classified Positions, or longer if requested by the department; most positions can be posted internally and/or externally.

<h1>06</h1> <p>REVIEW</p>	<ul style="list-style-type: none"> • For UNCLASSIFIED positions, as applicants apply for the job, an HR Representative will review applications for minimal qualifications in PageUp. Once applications are reviewed they will be passed along to the Hiring Manager to be considered in the initial interview process. <ul style="list-style-type: none"> ○ A search committee is only necessary for faculty positions and director-level positions or above; it is <i>not necessary</i> for every full-time position. ○ If a search committee is required, please contact the Chief HR Officer to discuss the search committee process. • For CLASSIFIED positions, all applicants will be pre-screened by the Department of State Civil Service and by Delgado Human Resources, then a list of qualified applicants will be provided to the department.
<h1>07</h1> <p>SELECT</p>	<ul style="list-style-type: none"> • Best practice is to keep a matrix of who was and was not interviewed, and why; also note the outcome of each interview; this information should be retained in the department's files. <ul style="list-style-type: none"> ○ Each interviewee should be asked the same questions, and avoid any question that may be an EEOC violation. • Select the <i>most qualified</i> candidate for the position. <ul style="list-style-type: none"> ○ UNCLASSIFIED: prior to a contingent verbal offer, salary must be provided by an HR Representative and will take into consideration: education and years of higher education experience. The department <i>may</i> have a tentative conversation with the finalist to discuss salary and possible start dates; HOWEVER, IT MUST BE MADE CLEAR TO THE APPLICANT THAT ANY OFFER OF EMPLOYMENT IS <u>CONTINGENT</u> UPON THE SUCCESSFUL COMPLETION OF A BACKGROUND CHECK! ○ CLASSIFIED: the department must speak with HR <i>BEFORE</i> speaking with the finalist to determine a salary range, etc... Salary is calculated based on verification of employment.
<h1>08</h1> <p>NOTIFY</p>	<ul style="list-style-type: none"> • Notify HR that a finalist has been selected; HR may request an email address at this time for the finalist so that a background check can be started. • For Classified positions, follow the same submission steps outlined in Step 3 on the previous page. • For UNCLASSIFIED positions: <ul style="list-style-type: none"> ○ One additional step is needed—initiate the reference check process in PageUp. The reference check process will be active for a minimal of 7 days. ○ After reference checks are completed, the background check will be initiated.
<h1>09</h1> <p>HIRE</p>	<ul style="list-style-type: none"> • HR will complete the background check (which averages 7-14 business days from the time the applicant consents). • Once the background check is successfully completed and all approvals have been obtained, HR will notify the department that the applicant may either come to HR or scan and email the New Hire Paperwork <i>on or before the first day of work</i>—NO EMPLOYEE may begin working without first completing paperwork <i>and</i> ALL approval signatures having been obtained (either on a Personnel Action Form or PageUp Offer Approval Process). • HR will notify the employee when they are to report to HR for completion of new hire paperwork and signing of Confirmation of Offer (<i>Offer Letter</i>) to the new employee.
<h1>10</h1> <p>WELCOME</p>	<ul style="list-style-type: none"> • HR will notify the department that the employee has been hired into the Banner HR/Payroll System. • A meeting will be scheduled with the applicant and the Benefits/Retirement Manager to discuss benefit options. • The department should immediately begin their onboarding program for new employees.