STAFF HIRING AT-A-GLANCE

01 **DISCUSS**	• Discuss the new position with the Department Head, Dean, Executive Dean, and/or Vice Chancellor (*as applicable during the current Hiring Freeze).* • 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.

02
COMPLETE
	• Complete a Position Control Form
	• If there are any questions about portions of the form, feel free to contact an HR Representative.
	• Don't forget to attach the appropriate supporting documents, including:
	    ○ A *current* Full Position Description for the position.
	    ○ An *updated* Organizational Chart that shows how the position fits within the Department.

03
SUBMIT
	• After obtaining the required signatures from the
	    ○ Department
	    ○ Appropriate Vice Chancellor
	    ○ Chancellor
	• The department should submit the form with all required supporting documents to Human Resources
	    ○ Always send all paperwork to the HR Generalist so that it can be properly tracked.
	• HR will take care of submitting the paperwork to:
	    ○ The Vice Chancellor for Financial Services
	    ○ The Assistant Vice Chancellor for Human Resources
	    ○ The Vice Chancellor for Business & Administrative Affairs

04
BE ALERT
	• Upon receiving the paperwork, HR will verify that all of the necessary information has been provided.
	    ○ HR will notify the department if additional information is needed for processing.
	• Throughout the approval process, should additional information or corrections need to be made, HR will promptly contact the department to ensure timely completion of the 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.
	    ○ For NEW positions, this may require that the department add additional information in PeopleAdmin to complete the posting process; HR will notify the department what steps to take should this be necessary.

05 **VERIFY**	• Once the position has been posted in PeopleAdmin (UNCLASSIFIED) or LA Careers (CLASSIFIED), HR will send the department an email notification that the position has been posted and asking that the department verify the information in the posting. • The posting will remain up for a minimum of 10 **Business** Days for Unclassified and Faculty Positions and 5 **Calendar** Days for Classified Positions, or longer if requested by the department; most positions can be posted internally and/or externally.

06
 	
REVIEW
	• For UNCLASSIFIED positions, as applicants apply for the job, review their information in PeopleAdmin and determine who will be interviewed for the job.
	    ○ A search committee is only necessary for faculty positions and director-level positions or above; it is *not necessary* for every full-time position.
	    ○ If a search committee is required, please contact the EAEO Officer in the Chancellor's Office 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.

07
 	
SELECT
	• 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.
	    ○ Each interviewee should be asked the same questions, and avoid any question that may be an EEOC violation.
	• Select the *most qualified* candidate for the position.
	    ○ UNCLASSIFIED: the department *may* 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 ***CONTINGENT*** UPON THE SUCCESSFUL COMPLETION OF A BACKGROUND CHECK!
	    ○ CLASSIFIED: the department must speak with HR *BEFORE* speaking with the finalist to determine a salary range, etc… Salary is calculated based on verification of employment.

08
 	
NOTIFY
	• 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 ALL positions (CLASSIFIED + UNCLASSIFIED), follow the same submission steps outlined in Step 3 on the previous page.
	• For UNCLASSIFIED positions:
	    ○ One additional step is needed—start a Hiring Proposal in PeopleAdmin and be sure to include the tentative start date and salary in the Hiring Proposal.
	    ○ Send the Hiring Proposal on for electronic approvals.

09 **HIRE**	• HR will complete the background check (which averages 3-5 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 come to HR to complete New Hire Paperwork ***on or before*** *the first day of work*—NO EMPLOYEE may begin working without first completing paperwork *and* ALL approval signatures having been obtained. • HR will notify the employee when they are to report to HR for completion of new hire paperwork and signing of Confirmation of Offer (*Offer Letter*) to the new employee.
10 **WELCOME**	• HR will notify the department that the employee has been hired into the Banner HR/Payroll System. • HR will have all full-time employees schedule a meeting with the Benefits/Retirement Manager, as well as send full-time employees the New Employee Essentials Presentation. • The department should immediately begin their onboarding program for new employees.