

CHECKLIST FOR LEGAL HIRING PROCESS

Position Approval: *(Follow this process to establish a new position or make changes to a position which is part of the current company-approved staffing plan. Position changes include title, salary, and full-time equivalency. The approval of new positions and position changes may also be initiated through the head department supervisor and human resources.*

A. Submit the following to the Department of Human Resources for consideration of addition/changes to the company staffing plan:

- A completed Position Requisition Form with signatures of the position supervisor and/or department director.
- An up-to-date Job Description in the standard format used by the company. A job description template may be requested through Human Resources.
- A memorandum justifying the need for the new position or requested changes to an existing position. **You must identify a proposed funding source(s).**

B. Human Resources reviews requests for new positions and position changes. If approved, Human Resources then reviews the job description and organizational structure, and determines proper job classification.

C. The initiating department is notified, by Human Resources, of the requisition status and any action required of the department.

Position Placement: *(Follow this process to fill a newly approved position or to fill a vacant budgeted position with no changes.)*

A. Submit the following to the Department of Human Resources:

- A completed Position Requisition Form with signatures of the position supervisor and/or department director.
- An up-to-date Job Description in the standard format used by the company. A job description template may be requested through Human Resources.

B. Human Resources will document the vacancy and begin recruitment.

Recruitment: The hiring authority listed on the requisition form will receive a *recruitment packet* from Human Resources.

- All vacant positions, which are open for recruitment, are posted and/or advertised for a minimum of five (5) business days. This typically encompasses a Monday through Friday work week. Hiring of temporary employees does not require posting and advertising of the temporary position.

- Applications/resumes are received by Human Resources, logged and reviewed for minimum qualifications (as requested by the hiring department). If hiring departments request Human Resources to review applications/resumes for minimum requirements, hiring departments are sent only applications/resumes of applicants that meet the minimum qualifications of the job. All applicants are sent a postcard/letter notifying them that their application/resume is being forwarded to the hiring department for consideration **or** they are not being considered for the position. This is a daily process. The hiring department must notify Human Resources when they wish to stop advertising the vacant position.

Selection:

- Hiring authorities should screen all qualified applications/resumes based on sound job-related criteria (typically contained in the written job description) and select a group of applicants for interview. Applicants, which are selected for interview, are considered “candidates” for the position and should be recorded on the Candidate Tracking Form. There is no *minimum* number of applicants that must be interviewed; the “interview group” is determined by the available applicant pool and the natural ranking order of screened applicants. Internal applicants are *not* given preference. Hiring authorities are *not* required to interview internal applicants; they are to be considered as carefully as all other applicants. Internal applicants are not typically eligible for transfer until they have completed six months of employment with their current department.
- Once all interviews are completed, a reference check should be conducted (by the hiring authority or search committee representative) on the selected candidate. Final candidates for security-sensitive positions should also be referred to Human Resources for a background check.
- Once the hiring authority/search committee has reached a decision regarding a proposed offer of employment for a final candidate, Human Resources must be notified of this decision. The Candidate Tracking Form should be completed and returned, along with a copy of the selected candidate’s application/resume, to Human Resources.

Salary Determination:

- Human Resources reviews the information submitted on the Candidate Tracking Form and contained in the selected candidate’s application/resume. An equitable salary or hourly rate is determined based on market comparison, internal equity and financial guidelines. Salaries are typically within the approved hiring range for the position.
- Hiring authorities are notified of the approved salary or hourly rate by the receipt of an Authorization to Hire Form (information is faxed to the hiring authority, if requested). This authorization form must be received **before** an offer of employment is extended.

Offers of Employment:

- Hiring authorities are encouraged to personally make offers of employment using the standardized memorandum/guide prepared by Human Resources. Offers must reflect company approved position titles and authorized hiring salaries reflected on the Authorization to Hire Form.
- After an offer of employment is accepted, notify Human Resources of the employee's date of hire (first day on the job) by returning the completed Authorization to Hire Form. If the offer is declined, complete the appropriate section of the same form and return it to Human Resources.
- Employees should be notified by the hiring authority that they are required to report to Human Resources within three working days of their start date to complete required paperwork necessary for employment.

The mandatory documentation includes:

- I-9 Form (Proof of Identity and Right to Work Documentation)
- W-4 Tax Form
- Biographical Data Form
- Copy of the Social Security Card

Orientation:

- New employees and supervisors are notified, by Human Resources, of the employee's scheduled New Employee Orientation and Welcome date. *This program is mandatory for all new benefit-eligible employees.*
- Hiring departments should schedule a planned departmental orientation and training period for new employees.