



SOUTHEASTERN LOUISIANA UNIVERSITY

CHECKLIST FOR HIRING HOUSING RESIDENT STUDENT STAFF



Please direct questions to the Human Resources (HR) Partner at extension 5431.

A full description of [employment procedures](#) and [downloadable forms](#) are available on the HR website.

- Step 1** When the department is ready to fill a position, the Budget Unit/Department Head will verify with the HR Partner that a current position description is active in PeopleAdmin.
- Step 2** If the Budget Unit/Department Head is aware of a qualified individual who is available for the position, the applicant must complete an application in People Admin.

OR

If the Budget Unit/Department Head does not know of a qualified individual who is available, he/she will send a memo or email to the HR Partner requesting to advertise the position. The HR Partner will advertise the vacancy notice on the Southeastern HR website.

Note: *Applicants must possess the minimum qualifications for the position.*

Note: *For an applicant to be considered a qualified applicant, he/she must meet all of the minimum qualification requirements posted at the time of application and must submit a complete application packet. The application packet must include an electronic application through PeopleAdmin that includes the names and contact information of at least one reference.*

Note: *More than one applicant can be hired using the same internal waiver/posting. For example, a department can complete hiring proposals for all graduate staff using one internal waiver/posting per category; however, each applicant must be hired using a different position number.*

- Step 3** Once a job offer is made and accepted, the department must change the candidate's status in PeopleAdmin to "Recommend for Hire." Once the candidate's status is changed to "Recommend for Hire," a link will appear to "Begin Hiring Proposal."

Note: *After the conditional job offer is made and accepted, it is the responsibility of the new employee to ensure that all documents for which he/she is responsible have been submitted to HR and that all required paperwork has been completed. A new employee will not be added to the payroll system unless all steps have been completed. The Budget Unit/Department Head must inform the prospective employee of this.*

- Step 4** The new employee must attend the scheduled orientation session. The employee will sign all needed paperwork at orientation. The new employee will need to bring his/her social security card, driver's license, birth certificate, and/or passport for the U.S. Citizenship and Immigration Service requirements; international students must also bring the original and a copy of their Visa, I-94, I-20, and work permit. He/she should also bring either a voided check to be used for direct deposit into a checking account or a direct deposit authorization from the financial institution for direct deposit into a savings account. All new employees are required to enroll in direct deposit for their payroll checks.

- Step 5** The HR Partner will then set up the employee in the payroll system.

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) Partner at extension 5431.