



## SOUTHEASTERN LOUISIANA UNIVERSITY



### CHECKLIST FOR HIRING UNCLASSIFIED STAFF TEMPORARY (INTERIM) POSITIONS

***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** The Budget Unit/Department Head must determine if there is a need for additional help on a temporary basis and contact the Human Resources Office to determine the appropriate type of appointment. If a temporary unclassified position is determined to be appropriate, the Budget Unit/Department Head must also ensure that there is an existing position (line in the budget) for a temporary staff member and sufficient funds available in the budget to cover the cost of the salary and associated benefits. If an existing position is not available, the Budget Unit/Department Head must request permission up through the chain of command to the President for a new position. This position may or may not become a permanent line in the budget. If the position is intended to become permanent, it will be requested during the budgeting process or established based on a critical need or an approved reorganization within the budget unit.

**Note:** *The request must include the justification for the temporary appointment, how it will be funded, and the expected duration.*

**Step 2** When the department is ready to fill a new or existing position on a temporary basis, the Budget Unit/Department Head must verify with the HR Specialist that a current position description is active in PeopleAdmin. If there is no description in People Admin, the Budget Unit/Department Head must work with the HR Specialist to establish the position.

**Note:** *A position job description will be required for a new position; even if the position will be temporary.*

**Step 3** If the Budget Unit/Department Head is aware of a qualified individual who is available for a temporary appointment, the applicant must create an application in People Admin.

**OR**

If the Budget Unit/Department Head does not know of a qualified individual who is available, the Budget Unit/Department Head must 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. Additional advertisements may be placed as requested by the department. (*Proceed to Step 4*)

**Note:** *Applicants must possess the minimum qualifications for the position (degree and/or other qualifications stated in the position description).*

**Note:** *Applicants will need to submit an electronic application through PeopleAdmin that includes the names and contact information of at least three references. In addition, new applicants will need to attach a letter of application addressing qualifications and experience, a résumé, and copies of transcripts from all colleges/universities attended (original transcripts required upon employment). Other application materials may be requested at the department's discretion.*

**Note:** *More than one applicant can be hired using the same internal waiver. For example, the Community Music School can complete hiring proposals for all temporary Assistant Instructors using one internal waiver; however, each applicant must be hired using a different position number.*

**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. The department will be notified of the impending charges and will need to confirm that adequate budget funding is available to pay for the advertisement upon receipt of the invoice and will need to notify the Procurement Card Administrator to authorize the HR Partner access to the budget unit for expense code 539001(advertising).*

***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.***

- Step 4** The Budget Unit/Department Head should appoint a Search Committee to proceed with the search process and provide this information to the HR Partner. The HR Partner 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 through PeopleAdmin by the department using a personal logon or by the committee using Guest User Access. **All applicant data must be initially reviewed by the Department/Search Committee to determine if the applicants are qualified.** If after review an applicant is determined to be not qualified, the department must change the applicant's status in PeopleAdmin from "Under Review by Manager" to "Disqualified" with the appropriate reason.
- 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 before the closing date or extended closing date. The application packet must include an electronic application through PeopleAdmin that includes all education and previous employment information and the names and contact information of at least three references, an attached letter of application addressing qualifications and experience, a résumé, and copies of graduate transcripts (original transcripts from all colleges/universities attended are required upon employment). Other application materials may be requested at the discretion of the department.*
- Step 6** The Search Committee should review the qualified applicant data to identify the best-qualified candidates to be interviewed. Telephone interviews and/or video conferencing may be used to narrow the field. The committee will recommend the finalists (generally up to three) to the Budget Unit/Department Head. The Budget Unit/Department Head must verify that the finalists meet all required qualifications for the position. It is the responsibility of the department to assure that reference checks have been completed. Once the applicants have been selected for an interview, the department must change the applicants' statuses in PeopleAdmin from "Under Review by Manager" to "Interview Pending."
- Step 7** Once a job offer has been made and accepted, the department must change the candidate's status in PeopleAdmin to "Recommend for Hire." After the candidate's status has been changed to "Recommend for Hire," a link will appear to "Begin Hiring Proposal." After the hiring process has been completed in PeopleAdmin, the remaining applicants will be notified through PeopleAdmin, via email, that the position has been filled.
- 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 should inform the prospective employee of this.*
- Step 8** Once HR receives the approved hiring proposal, an appointment letter will be prepared and sent for the President's signature, and returned to HR for distribution. The appointment letter outlines the terms and conditions of the employee's employment status as well as the proposed dates of employment. The original will be mailed to the employee at the official address on file. Copies will be provided to the Budget Unit/Department Head, Dean/Division Head, Payroll Office, and appropriate Vice President.
- Note:** *All unclassified staff hold their administrative appointments at the pleasure or will of the University of Louisiana System.*
- Step 9** The new employee must visit HR prior to or on their first day of employment. The employee will sign all needed paperwork and, if applicable, select benefits packages at this visit. 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. He/she must 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. A copy of a birth certificate is needed for retirement plan enrollment, if applicable.
- Step 10** The HR Partner will then set up the employee in the payroll system.

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