



SOUTHEASTERN LOUISIANA UNIVERSITY



CHECKLIST FOR HIRING CLASSIFIED STAFF PERMANENT 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 ensure that there is an existing position (line item in the budget) for a new staff member. If not, a position must be created through the budget request process or an approved reorganization of an existing department. If approved, the Budget Unit/Department Head and Dean/Division Head will be notified in writing by the Provost and the Vice President for Administration and Finance with a copy to HR. The HR Specialist will then secure a position number and begin an action in PeopleAdmin to establish a new position. The action will be “Saved Without Submitting,” which will allow the department to access the action, make updates, and submit it for approvals. The position will appear as a line item in the budget for the next fiscal year.

Note: *For existing positions, a vacancy may be requested to fill once a resignation/retirement letter from the current incumbent has been accepted by the delegated appointing authority (HR Director).*

Step 2 When the department is ready to fill a new or existing position, the Budget Unit/Department Head must request and receive written administrative approval up through the chain of command to the President. Once written approval has been received by the HR Director, the HR Partner and HR Specialist will be notified.

Step 3 The HR Specialist will review the current position description in PeopleAdmin for the vacant position.

- If the description has not been updated within the last five years, it must be reviewed and updated with the Department of Civil Service. The update must be completed before the vacancy can be advertised.
- If the vacant position is at the supervisory level or above and has not been updated within the last twelve months, it must be reviewed and updated with the Department of Civil Service. The update must be completed before the vacancy can be advertised.
- If there are significant changes to the duties for the vacant position, the description must be updated before the vacancy can be advertised.

Step 4 The HR Specialist will notify the HR Partner who, in turn, notifies the department once the position has been reviewed and confirmed to be correct in PeopleAdmin so that the department can begin an action to request to “Advertise and Replace for Existing Classified Positions” in PeopleAdmin.

Step 5 After the action has received administrative approval in PeopleAdmin and been approved by the delegated appointing authority, the HR Partner will advertise the vacancy notice on the Southeastern HR website. Additional advertisements may be placed as requested by the department. The notice will run on the HR website for 6 days to 2 week. HR will screen all applications for qualifications and appropriate Civil Service test scores prior to releasing the applications for all qualified applicants to the department for their review in PeopleAdmin.

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).*

Note: *Departments should be aware that all notices will automatically be removed from the HR website at 11:59 p.m. on the closing date. Based on the number and quality of applicants at that time, the department may contact HR and request to extend the advertisement.*

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 6** 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 7** The applications will not be released to the department until after the posted closing date. Once the applications have been released, they can be reviewed through PeopleAdmin by the department using a personal logon or by the committee using Guest User Access.
- Step 8** The Search Committee should review the qualified applicant data to identify the best qualified candidates to be interviewed. The committee will recommend the finalists (generally up to three) to the Budget Unit/Department Head. Once applicants have been selected for an interview, the department must change the applicants' statuses in PeopleAdmin from "Under Review by Manager" to "Interview Pending." The department will then email the HR Partner with the names of the interviewees, times and dates available, location, and length of time each interview will last. **The HR Partner will then schedule the interviews and email the schedule to the department.** The candidates contacted for interviews will be provided with a copy of the job description for review prior to the interview, copies of background check forms to be completed and brought to the interview (the department will also be provided with the forms in case the applicant fails to bring them to the interview) and, if a candidate has previous state service, he/she will also be asked to provide his/her last three PPR and/or PES forms at the interview. On-campus applicants' personnel files will be available in HR for review by the hiring supervisor.
- Step 9** After all interviews have been conducted, the department will complete reference checks on the candidate selected for the position. The department will then forward a memo or email to the HR Partner indicating the candidate selected along with the results of the reference checks. After satisfactory previous employment verifications and criminal and motor vehicle background checks have been completed, **the HR Partner will make the job offer making sure the candidate knows of any special conditions and that the job offer complies with all Civil Service Rules.**
- Note:** *Some positions require post-offer, pre-employment drug testing.*
- Step 10** HR will notify the department when/if the job offer has been accepted and what the start date will be. If the job offer is declined, the department will have the option to go on to other candidates or re-advertise.
- Step 11** Once a job offer has been made and accepted, the department must change the candidate's status in PeopleAdmin from "Interviewed" to "Recommend for Hire." After the candidate's status has been changed to "Recommend for Hire," a link will appear to "Begin Hiring Proposal." The HR Partner will update the status for all other applicants to "Not Hired" with the appropriate reason. 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:** *Only when the department has correctly updated the applicants' statuses as the search progressed, will HR be able to generate accurate EEO forms in PeopleAdmin.*
- Step 12** Once HR receives the approved hiring proposal, an appointment letter will be prepared, 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. The original will be mailed to the employee at the address on file. Copies will be provided to the Budget Unit/Department Head and Payroll.
- Step 13** 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 benefit 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 14** The HR Partner will then set up the employee in the payroll system.

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