



SOUTHEASTERN LOUISIANA UNIVERSITY



CHECKLIST FOR HIRING CLASSIFIED STAFF TEMPORARY POSITIONS (CLASSIFIED WAE OR JOB APPOINTMENT)

Please direct questions to the Human Resources (HR) Office 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 position is determined to be appropriate, the Budget Unit/Department Head must also determine that sufficient funds are available in the budget to cover the cost of the salary and associated benefits (i.e., Health Insurance for job appointments longer than 120 days and taxes such as Medicare or OASDI/Social Security).

Note: *In general, temporary appointments may be used for work of a temporary nature, to substitute for another employee, pending the filling of a position in a regular manner, or to address an emergency or work overload situation.*

Step 2 The Budget Unit/Department Head must request and receive written administrative approval up through the chain of command to the President. Once written approval is received by the HR Director, the HR Analyst, HR Partner, and HR Specialist will be notified.

Note: *The request must include the justification for the temporary appointment and the expected duration of the temporary appointment.*

Note: *A classified position job description will be required for a job appointment and Classified WAE appointment.*

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

If the Budget Unit/Department Head does not know of a qualified individual who is available,

- HR may contact Southeastern retirees to determine availability and interest in filling the temporary appointment (*Proceed to Step 8*)

OR

- The Budget Unit/Department Head will need to 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. The notice will run on the HR website for 6 days to 2 weeks. HR will screen all applications for qualifications and, if required, appropriate Civil Service test scores prior to releasing the applications for all qualified applicants to the department for their review in PeopleAdmin. (*Proceed to Step 4*)

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).*

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.

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 5** The applications are not released to the department until after the posted closing date. Once the applications are released, they can be reviewed through PeopleAdmin by the department using a personal logon or by the committee using Guest User Access.
- 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.
- Step 7** After the applications have been reviewed and the department has determined who to interview, the interviewees' applicant status in PeopleAdmin must be changed from "Under Review by Manager" to "Interview Pending." The department should 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 and, if a candidate has previous state service, he/she will 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 8** 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:** *A Southeastern retiree does not need reference checks, employment verification, or a background check.*
- Note:** *Some positions require post-offer, pre-employment drug testing.*
- Step 9** HR will notify the department when/if the job offer has been accepted and what the start date will be.
- Step 10** 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.
- Step 11** 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 12** 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 13** The HR Analyst will then set up the employee in the payroll system.