



SOUTHEASTERN LOUISIANA UNIVERSITY



CHECKLIST FOR HIRING UNCLASSIFIED STAFF REGULAR 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, the Budget Unit/Department Head must begin an action to request to “Advertise and Replace for Existing Unclassified & Faculty Positions” in PeopleAdmin. This action will allow the position description to be updated, if needed, and provide pertinent information needed in order to advertise the position.

Note: *If updates have been made to the position description, indicate in the comments what changes were made.*

Note: *The Budget Unit/Department Head will need to ensure that the official job code title and business title are correct and match. If not, the Budget Unit/Department Head must call or email HR to update the position in People Admin before beginning the action.*

Note: *There are additional special procedures for filling administrative positions of Department Head or Dean and above. Contact HR for details.*

Step 3 After the action has received administrative approval in PeopleAdmin, with Board approval if necessary, and has been approved by the delegated appointing authority, the HR Partner will advertise the vacancy notice on the Southeastern HR website. The Budget Unit/Department Head will be contacted by the HR Partner regarding approval of the notice on the HR website and any proposed advertisements. Once approved, the HR Partner will submit the advertisements in as timely a manner as possible to the publications requested by the department.

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.*

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 HR Partner at extension 5431.

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 The Budget Unit/Department Head or Search Committee Chair must complete a Travel Authorization (TA) prior to any travel arrangements being made for the finalists.

Note: *HR will cover travel costs for up to three candidates for operating fund positions. An in-depth description of candidate travel guidelines is available on the HR website.*

Step 8 After all of the interviews have been conducted, the Search Committee should submit a recommendation (list of finalists and their strengths and weaknesses) to the Budget Unit/Department Head and the department must change the interviewees' statuses in PeopleAdmin from "Interview Pending" to "Interviewed."

Step 9 In conjunction with the Dean/Division Head, the Budget Unit/Department Head will make the final selection. The Budget Unit/Department Head will extend a conditional job offer within the approved salary range. The conditional job offer letter must state that the offer is subject to the completion of a satisfactory background check and the approval of the University President and the University of Louisiana System Board of Supervisors. A sample letter is located on the HR website. The candidate's acceptance must be in writing and becomes a part of the department personnel file.

Note: *Any exceptions to the salary approved on the request to "Advertise and Replace" must be approved by the Dean/Division Head and Appropriate Vice President prior to the conditional job offer.*

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" and the status for all other applicants to "Not Hired" with the appropriate reason. 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 has been made and accepted, it will be 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 needs to inform the prospective employee of this.*

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 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

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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, Dean/Division Head, Payroll Office, and appropriate Vice President.

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 Partner will then set up the employee in the payroll system.

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