

Full-Time/Part-Time Academic Staff Hiring Checklist			
<i>Position Title & Requisition #</i>	Example: 0602020 Lab Assistant		
Via OES, Create Requisition using appropriate Template	<input checked="" type="checkbox"/>		
Via OES, Submit to Dept Head for approval	<input checked="" type="checkbox"/>		
✓ Dept Head submits to HR for Approval			
✓ Hiring Official/ Dept Head receives OES-Generated Email Notice of Approval (once position is posted online)			
✓ Position Closed (position must close before further action can be taken)			
Via OES, change recommended candidate's status to "Recommend for Hire". Change those interviewed to "Interviewed".	<input checked="" type="checkbox"/>		
Via OES, complete Employment Recommendation Tab (Name of candidate and anticipated start date)	<input checked="" type="checkbox"/>		
Via OES, submit to HR for background check	<input checked="" type="checkbox"/>		
✓ Hiring Official receives OES-Generated Email Notice of background check submittal to HR			
Off line, Hiring Official can make <u>contingent</u> offer to candidate	<input checked="" type="checkbox"/>		
✓ HR submits candidate for background check & forwards to Equal Opportunity for review			
✓ EOO submits to Compensation for salary review			
✓ Hiring Official receives notification from compensation regarding salary			
✓ Compensation submits to Dean for approval			
✓ Dean submits to Provost office for approval			
✓ Provost submits to Financial Affairs for funding verification			
✓ Financial Affairs submits to HR to complete employment recommendation			
✓ Hiring Official receives OES-Generated Email Notice of requisition submitted to HR for employment recommendation			
✓ Hiring Official receives personal email from HR Employment Analyst and schedules official start and orientation dates			
Off line, Hiring Official submits PAF to HR	<input checked="" type="checkbox"/>		
✓ HR marks position as "Filled"; Email letters generated to all applicants.			
✓ HR sends personal welcome letter to new hire			