

Full-Time/Part-Tim Administrative Staff Hiring Checklist

Full-Time/Part-Tim Administrative Staff Hiring Checklist			
<i>Position Title & Requisition #</i>	<i>Example:</i> 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"/>		
<ul style="list-style-type: none"> ✓ 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"/>		
<ul style="list-style-type: none"> ✓ 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"/>		
<ul style="list-style-type: none"> ✓ HR submits candidate for background check & forwards to Equal Opportunity to review ✓ EOO submits to Compensation for salary review ✓ Hiring Official receives notification from compensation regarding salary ✓ Compensation submits to AVP for approval (if applicable) ✓ AVP submits to VP for approval ✓ VP 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"/>		
<ul style="list-style-type: none"> ✓ HR marks position as "Filled"; Email letters generated to all applicants. ✓ HR sends personal welcome letter to new hire 			