

# Staff Hiring Checklist

## General Expectations

- Staff resignations should be requested in writing and accepted in writing by the department director.
- Staff terminations should be approved **in advance** by the Vice Provost for Student Affairs
- The UofL Department of Human Resources policies and procedures will dictate the termination, recruitment and selection process
- Search committees are required for underutilized positions and positions at or above grade EF but some type of committee is recommended for all searches
- Directors are expected to maintain a diverse staff
- Approval by the Vice Provost for Student Affairs is required for all positions at or above grade EF prior to making an offer or submitting a preferred candidate to HR
- Positions at or above the grade of EF should generally involve a national search
- If the Student Affairs Business Service Center did not process the search ( i.e. auxiliary operations, GA's, Temps etc) the department needs to complete the on line staff update form – located at <http://louisville.edu/studentaffairs/forms/staff-update> - a delay in completing this form could result in a delay of the new staff first paycheck

## Selection Process

- Approval received from Vice Provost for Student Affairs – secured by the department director – to proceed with the selection process
- Authorization to Hire Form is submitted to Vice Provost for Student Affairs by the department director – the form is located at the following location  
<http://louisville.edu/hr/itemsofinterest/2012/AuthorizationtoHire.pdf>
- Authorization to Hire Form is submitted to University Provost by the Vice Provost for Student Affairs
- Once approved the Provost Office will notify Human Resources that the position can be activated. Human resources will activate the position and notify Vice Provost for Student Affairs that they can proceed with posting

- The appropriate Student Affairs UBM will work with the department director, or their designate, to create a job opening in the PeopleSoft system. The Student Affairs HR representative should be notified by email once the position has been posted in the PeopleSoft system so HR can process their approval
- Positions posted by Wednesday at noon will generally be posted on line by Friday and in the local paper on Sunday. On line postings will run for 11 days – unless a longer posting is requested in the PeopleSoft system
- Once the position is closed in the PeopleSoft system, the UBM will provide the department director, or their designate, the materials for all applicants
- The committee will review all materials and make a determination, based on qualifications and experience, which candidates to interview. Depending on the size of the final pool of applicants, a phone interview can be used to reduce the pool to those to invite to campus for an on-site interview
- The committee will provide the department director with feedback from all campus interviews
- Department director will determine the preferred candidate based on the committee feedback. Positions at or above a grade EF require prior approval from the Vice Provost for Student Affairs before proceeding
- Once the preferred candidate is identified, the department director or their designate will contact the candidate to seek permission to submit their name to HR. The purpose of this call is to avoid submitting the name of a candidate who may not be willing to accept an offer
- Once the preferred candidate agrees to have their name submitted, the UBM submits the candidate's name in the PeopleSoft system
- HR will approve the candidate and notify the UBM that they have permission to make an offer to the candidate
- Once the UBM receives permission to make an offer, the department director or their designate will make a verbal offer to the candidate, pending successful completion of a criminal background check
- 15. When the offer has been verbally accepted, the UBM will enter the acceptance and start date into the PeopleSoft system and send information to the applicant to begin the criminal background check.
- The UBM will work with the department director or their designate to draft a formal offer letter, pending successful completion of a criminal background check, to the applicant which includes position title, salary, start date and new staff orientation information. The applicant will be asked to sign an acceptance of the offer
- UBM will process paperwork required to ensure new staff is placed on payroll.