

Hiring a Staff Employee — Complete Checklist & Process

Completed	Task Step
Job Requisition Forms	
	A job requisition form must be completed and approved prior to jobs being posted. Complete checklists are available within the Supervisor's Toolkit .
Job Postings	
	Human Resources (HR) post positions within HR's internal website through NEOED.
	After the job requisition is approved and completed HR posts positions within this site. <ul style="list-style-type: none"> • Jobs are typically posted for a minimum of 5 days. • The classification within NEOED will serve as the job posting language. The review of the classification is extremely important.
	HR will send an email to the hiring manager when the job is posted on the HR webpage.
	The hiring manager will need to clarify postings outside of the internal website. This can be done within the job requisition form. <ul style="list-style-type: none"> • Will HR need to create the posting? • Will a membership be required? • What budget/org number should be charged to cover the cost?
	Hiring managers may be granted access to NEOED from HR.
	Hiring managers are encouraged to explore all the hiring information and resources found within the Supervisor's Toolkit . <ul style="list-style-type: none"> • Hiring checklists, EEO information, candidate evaluation form, etc.
	Hiring manager may work with HR to inform candidate of University benefits. <ul style="list-style-type: none"> • For a salaried position, schedule a meeting with HR during the interview process. • For an hourly position, contact HR to determine if a meeting is beneficial for the position or if information should be supplied directly to the hiring manager.
Interviewing	
	The hiring manager will need to set up a search committee to help with the interview/selection process. <ul style="list-style-type: none"> • Search committee members will also need NEOED access. If so, the hiring manager may request access from HR. <p>The hiring manager along with the search committee must interview at least three people in one of the following ways.</p>

	<ul style="list-style-type: none"> • Phone, Zoom or in-person • All qualified internal candidates and all qualified members of minority groups need be interviewed unless approved by HR • If a candidate notes current or previous employment with the University, please contact HR for further information.
	The Candidate Evaluation Form may be a great tool to assist with the selection process.
Candidate is chosen	
	<p>Hiring Manager will need to inform HR of the top candidate(s) to:</p> <ul style="list-style-type: none"> • Calculate a salary range — Jessica Welch • Perform background check — once verbal acceptance has been received • Drug screen may be required for specific positions
	Hiring manager may make a verbal offer to the top candidate after the salary range has been provided.
	Once the VERBAL offer has been accepted - Hiring Manager will need to notify HR and HR will begin pre-screening(s) and will send the hiring manager an electronic Appointment Letter to have signed by the candidate.
	The hiring manager will obtain a signed copy of Appointment Letter from candidate.
	The hiring manager will need to send a SIGNED copy of Appointment Letter to HR.
	The hiring manager will complete EEO Log and return to HR. More information on EEO Law and instructions are included on the HR website
	<p>It is the hiring manager’s responsibility to inform interviewed candidates that the position has been filled.</p> <ul style="list-style-type: none"> • If possible, notify interviewed internal candidates with a phone call. • HR will notify non-interviewed candidates by email.
Onboarding	
	HR will mark the candidate as “Pre-hire” within the NEOED system.
	<p>The hiring manager will receive an email notifying them that “new tasks have been assigned” once we receive a signed appt. letter.</p> <p>In NEOED the hiring manager will see an entire list of tasks to be completed along with any designated due dates. Accomplishing the tasks will allow the onboarding process to continue. If tasks are not completed, the process will be delayed.</p>
	<p>IT Equipment and Additional Access Request:</p> <p>The information within this form will be distributed to the appropriate departments. <i>In order to prepare for your new staff member, please provide accurate and complete information below. Failure to complete this form in a timely fashion will delay both IT and Facilities Management preparations for your employee.</i></p> <p>Once you have completed this form, your checklist will be complete.</p>

New Staff Member

New staff member must come to HR to complete their employment paperwork on or before their first day of work.

- The new hire MUST have ORIGINAL documents to present to HR when completing their I-9
 - Driver's License and Social Security Card
 - Driver's License and Birth Certificate
 - Passport
 - Refer to the third page of the I-9 to see other allowed documents.

Helpful contact information:

- Jessica Welch — ext. 3505 — jewelch@sewanee.edu
- Barbara Schloss — ext. 1381 — bsschlos@sewanee.edu