



FACULTY AND STAFF HIRING PROCEDURES CHECK LIST

When you find out that an employee is leaving, here is the check list to start the process of offboarding them along with posting a new position and hiring a new employee.

Offboarding Process:

This information is critical during an employee's final days:

- Complete the **Payroll+ Form**, indicating the employee is resigning. ([Click here Payroll+ Form](#))
 - System and building access is terminated at the appropriate time
 - University-issued equipment is returned to the Information Technology department
 - Keys and ID cards are collected and deactivated

☐ Resignation Letter / Resignation Email

- Ask the employee to submit a resignation letter or resignation email to both you and Human Resources, or the supervisor may provide a copy on the employee's behalf.
- Submit documentation to humanresources@snu.edu.
- This documentation is required for the employee's personnel file.

☐ Offboarding Appointment

- The employee must schedule an offboarding appointment with the **Assistant Director of Human Resources / Benefits Coordinator**.
- Please submit confirmation of the scheduled appointment along with the resignation letter.

☐ Hiring Manager Intake Form

- Completion is **not required**, but it will help guide you through the next steps of the hiring process.



Posting a New Position

☐ Job Description Template

- If you would like a copy of the previous job description for this position, please contact Human Resources at humanresources@snu.edu.
- Submit the updated job description using the approved template in **Microsoft Word format** to humanresources@snu.edu.
- The position will be created by Human Resources upon receipt.

☐ Job Posting Process

- All job postings are published on the **SNU Careers webpage**.
- Human Resources will create a **Job Requisition** in Paycom and route it through the required approval process. Instructions for approving job requisitions in Paycom are available for reference.
- Once all approvals are completed, the position will be posted for a **minimum of 10 days** to ensure an adequate applicant pool (**Full Time Positions**).
- **Only the President** has the authority to waive the minimum 10-day posting requirement.

☐ Advertisement

- Departments are responsible for covering the cost of advertising on additional job boards or publications. The **Director of Human Resources** must approve the position description prior to advertising.
- If you have an interested applicant, please direct them to the official **job posting link** to complete the employment application in Paycom. This process ensures completion of required legal documents and allows applicants to upload supporting materials such as a résumé, cover letter, transcripts, and other relevant documents.
- All external job advertisements must include the **SNU Non-Discrimination Statement and Equal Employment Opportunity (EEO)** language.



Hiring Process

☐ Reviewing Applications in Paycom

- Log in to **Paycom** as the **Client**.
- Navigate to **Talent Acquisition > Applicant Tracking > Recruiter Dashboard**.
- Scroll to the bottom of the Recruiter Dashboard page to the **Recruitment Processes** section.
- Click the number listed in the **Hiring Manager Review Queue** to review individual applications (see screenshot below).

Recruitment Process (104)				Search	Filter (0)	Actions
48186 Accompanist, School of Music SPEAR, RHONDA KAY - Hiring Manager	0 Pre-Screen HR Review	0 Hiring Manager Review	0 Background Check Queue			
54158 Accounting Professor, School of Business... JACKSON, KIRK - Hiring Manager	0 Pre-Screen HR Review	1 Hiring Manager Review	0 Background Check Queue			
46397 Adjunct Instructor-School of Business JACKSON, KIRK - Hiring Manager	1 Pre-Screen HR Review	30 Hiring Manager Review	0 Background Check Queue			
54245 Adjunct Instructor-School of Business JACKSON, KIRK - Hiring Manager	4 Pre-Screen HR Review	7 Hiring Manager Review	0 Background Check Queue			
46790 Admissions - Student Worker MILLER, JENNIFER A - Hiring Manager	0 Pre-Screen HR Review	0 Hiring Manager Review	0 Background Check Queue			
54268 Admissions - Student Worker MILLER, JENNIFER A - Hiring Manager	0 Pre-Screen HR Review	0 Hiring Manager Review	0 Background Check Queue			

☐ Schedule Interviews (Phone or In Person)

- The hiring manager is responsible for scheduling interviews with qualified candidates.
- Within each candidate's application, under the Availability and Tasks tab, hiring managers can:
 - Schedule interviews
 - Leave feedback on the candidate
 - Send the candidate to the next step to request a background check
 - Reject the application from further consideration
- The following interview resources are available to support the process:
 - [Behavior-Based Interview Questions](#)
 - [Skill-Based Interview Questions](#)
 - [What Questions Can and Can't I Ask](#)

☐ [Interview Evaluation and Selection Form](#) (not required but a helpful tool)

- While not required, this form is a helpful tool for evaluating candidates objectively.

Conflict of Interest: Immediate family or household members may not be employed in positions where they are subject to close supervisory authority of other family members or where a family member, in the ordinary course of business, makes decisions or plays a significant role in decisions concerning pay, work assignments, duties, or responsibilities, as outlined in [the SNU Employment of Family Members policy](#).

● Moving Selected Applicant Forward in Paycom

- Navigate to the selected applicant's application
- Under the **Availability and Tasks** tab, hiring managers must select either **"Send to Next Step"** for a



background check or “**Reject**” the application.

☐ Offer Job to Selected Applicant (**Hourly**)

- Initiate background check and wait for results before moving to the next step.
- Hiring Managers will extend an offer and confirm the **start date, salary, and position details** align with the position.
- The hiring manager will need to complete a **Payroll+ Form**, indicating start date, computer needs, and key requests. [\(Click here Payroll+ Form\)](#)

☐ Offer Letter Sent to Selected Applicant (**Salary**)

- Initiate Background check by moving applicant to next step
- Hiring Managers may not extend offer letters to applicants
- Once selected, verbally confirm with the applicant the **start date, salary, and position details** align with position.
- The hiring manager will need to Complete the **Payroll+ Form**, indicating start date, computer needs, and key requests. [\(Click here Payroll+ Form\)](#)
- Once the Payroll+ Form is completed, HR will use the information provided to create the offer letter.
- The offer letter will then be sent for approval before being sent to the applicant.
- When HR receives the signed offer letter back from the applicant, then we will send onboarding.

☐ Background Check Addition Information:

- **Faculty, Director-level, and above positions:**



- Criminal background checks are required for all finalists and must be submitted through the application as outlined above.
- Hiring managers must wait for confirmation that background checks have **cleared** before scheduling on-campus interviews for faculty, director-level, and administrative positions.
- **Credit background checks** will be required for positions that include financial responsibilities.

☐ Reference Check Questions & Verification of Candidate Qualifications

- This can be completed while waiting for background check results or after background results are confirmed.
- Finalists must provide **at least two references** (preferably three).
- Email your reference check questions and the Verification of Candidate Qualifications forms to humanresources@snu.edu to maintain documentation **before extending a job offer**.

☐ Onboarding (**Hourly**)

- Once the background check clears, the new hire will receive an onboarding link via email from Paycom. Unless notified otherwise by the hiring manager. Additionally, they will receive an email from HR with next steps as well.
- After completing onboarding, the new employee must schedule an appointment with the HR/Payroll Specialist to submit I-9 documentation **before the start date** or on the first day of employment. Remote employees will receive instructions for I-9 processing.
- An email will be sent to the hiring manager and employee indicating that onboarding has been completed.

☐ Onboarding (**Salary**)

- Once the signed offer letter is received, the new hire will receive an onboarding link via email from Paycom. Additionally, they will receive an email from HR with next steps as well.
- After completing onboarding, the new employee must schedule an appointment with the HR/Payroll Specialist to submit I-9 documentation **before the start date** or on the first day of employment. Remote employees will receive instructions for I-9 processing.
- An email will be sent to the hiring manager and employee indicating that onboarding has been completed.

☐ Job Posting

- Once the position is filled in Paycom, the job posting will be removed from the **SNU Careers page**.
- Departments should contact candidates who were not selected, thanking them for their time and interest without providing details or reasons for non-selection.
 - Can send an email via Paycom and provide a disposition

☐ Benefits Orientation

- Benefits-eligible employees will be contacted by the **Assistant Director of Human Resources / Benefits Coordinator** to schedule an appointment to discuss benefits enrollment.

☐ Internal Candidates



- The **President has final approval authority** for all personnel actions.
- All internal candidates require prior approval from the President before a final decision to fill the position or extend a job offer is communicated.



Optional Hiring Methods:

☐ Search Committee (if appointed)

- Select a list of **two to five members** to serve on the search committee.

☐ HR Meeting with Hiring Committee

- Schedule a meeting with Human Resources **prior to reviewing applications or scheduling interviews** to ensure alignment on the hiring process and expectations.

☐ Testing (optional)

- If testing is utilized, **all finalists must be evaluated under the same conditions** to ensure fairness and consistency.

☐ Evaluation Rubric (optional)

- Hiring managers and search committees may use an evaluation rubric to objectively compare applicants.
- The rubric may be customized to align with the job description and desired candidate qualifications.