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 rehiring a new employee.

☐ Complete the Personnel Action Form (PAF) in Paycom by navigating to **Talent Management > Personnel Action Forms > Create Action Form Transactions** to submit a separation PAF.

- Please complete this step as soon as possible, as it allows Human Resources to begin working with you on the separation process.
- Search for the separating employee and select their name.
- From the PAF Action Type dropdown menu, choose "Status Change."
- Under PAF Reason, select the appropriate separation action.
- Enter the effective date, which should be the employee's last day worked or official separation date.
- Submitting the PAF notifies Human Resources and initiates the offboarding process.

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

- 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
- An exit and benefits meeting is scheduled with the **Assistant Director of Human Resources / Benefits Coordinator** to properly conclude benefits and payroll deductions

☐ 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.

☐ 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.](mailto:humanresources@snu.edu)
- Submit the updated job description using the approved template in **Microsoft Word format** to [humanresources@snu.edu.](mailto: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.
- After the position is posted, you will receive an email with instructions on how to review and manage applications in Paycom.
- **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.

☐ Search Committee (if appointed)

- Select a list of **two to five membe**rs 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.

☐ 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).

☐ 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
  ○ Commitment to Diversity – Interview Questions
  ○ Skill-Based Interview Questions
  ○ What Questions Can and Can't I Ask

☐ Applications / Selecting an Applicant
- Under the **Availability and Tasks** tab, hiring managers must select either **"Send to Next Step"** for a background check or **"Reject"** the application.

- Applicants will receive automated email notifications through Paycom's applicant tracking system based on their status updates.

☐ Background Check

- Once a finalist has been selected, initiate the background check by accessing the individual application and selecting **"Send to Next Step"** under the **Availability and Tasks** tab. Background checks must be completed **prior to extending an offer.**
- **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.

☐ 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.

☐ [Reference Check Questions](#) & [Verification of Candidate Qualifications](#)
- 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**.

☐ 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.

☐ Offer Job to Selected Applicant

- Extend the offer and discuss the wage based on the salary approved in the Job Requisition in Paycom.

☐ Onboarding

- Once the background check clears, the new hire will receive an onboarding link via email from Paycom.
- Complete the **Payroll+ Form**, indicating start date, computer needs, and key requests.**[(Click here Payroll+ Form)](#)**
- 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.
- Once onboarding is complete, two emails will be sent:
1. To **Account Changes** for the IT Department (employee ID in subject line) and to the new employee's personal email to reset their SNU email password.
2. To the new employee's SNU email with credentials for **Paycom Employee Self-Service login**.

☐ 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.

☐ 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.