



## **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.**

### **Immediately**

- ☐ [Payroll Change Notice \(PCN\)](#)
  - This is important to do as soon as possible so we can work with you on the process.
  - You will choose “No Longer Here” as the dropdown option
  - You will give the end date of the position
  - The PCN notifies HR so we can start the offboarding process
  - This is important information for us to know going in to their last days with us so that we are able to make sure access is cut off at the proper time, keys and ID are turned in, access is cut from their ID, and a benefits meeting is scheduled to properly end their deductions.
- ☐ Resignation Letter/Resignation Email
  - Ask your employee to submit a resignation letter to you and to HR at:  
[humanresources@snu.edu](mailto:humanresources@snu.edu)
  - This is required documentation for their file
- ☐ Offboarding checklist
  - Please submit with the resignation letter

### **2<sup>nd</sup> Priority**

- ☐ [Hiring Manager Intake form](#)
  - Not required but will walk you through the next steps of hiring.
- ☐ [Approval to Hire](#)
  - Opens position giving details we need to move forward with hiring
  - This has to be approved before we can post the position
- ☐ [Job Description Template](#)
  - If you would like a copy of this position’s previous job description, please notify HR at [humanresources@snu.edu](mailto:humanresources@snu.edu).
  - Send the new job description in the template format to [humanresources@snu.edu](mailto:humanresources@snu.edu) in Microsoft Word format so we can keep a copy in our files for the future.
- ☐ Job Posting Position
  - Once your job has been posted, you will receive a link with instructions on how to work through your applications in Laserfiche.
  - All job postings can be found at the [SNU Employment Webpage](#).
  - Your position will be posted for a minimum of 10 days to assure that you are receiving a good applicant pool.
  - Only the President has the authority to waive the minimum 10 day posting period.
- ☐ Advertisement
  - Your department will need to pay for the adds on the desired publications.
  - Please send the job platform you are using our job link for your position so that the applications are routed through our system.



- If you have an applicant that is interested, please direct them to your job link to fill out the application. There are several legal documents we receive through this process and they can upload any other documents through this link such as resume, cover letter, transcripts etc.
- All outside job advertisements will include the SNU Non-Discrimination Statement with the Equal Employment Opportunity language.

### 3<sup>rd</sup> Priority

- ☐ Search Committee (if appointed)
  - Choose a list of two to five names for your search committee
- ☐ Schedule for HR to meet with the hiring committee prior to looking through applicants and scheduling interviews.
- ☐ Testing (not required)
  - If you choose to do testing, all finalists will undergo the same conditions
- ☐ Rubric (not required)
  - When evaluating applications, the hiring managers and committees may use a rubric tool to objectively compare applications. The rubric can be edited to reflect the job description and candidate criteria desired for the position.
- ☐ Background Check
  - Once you have made your selection or choose your top candidates, please email [humanresources@snu.edu](mailto:humanresources@snu.edu) notifying them of the names so they can run background checks prior to making an offer.
  - **Faculty** - Human Resources will conduct a criminal background check for all finalists and wait for results before scheduling interviews for faculty and directors or higher before on-campus interviews are scheduled.
  - Credit background checks will be requested for positions with financial responsibilities.
- ☐ Schedule Interviews (phone or in person)
  - [Behavior-Based Interview Questions](#)
  - [Commitment to Diversity – 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)
- ☐ [Reference Check Questions](#) & [Verification of Candidate Qualifications](#)
  - Your finalist will need at least two references, preferably three references.
  - Email your reference check question lists along with your Verification of Candidate Qualification lists to [humanresources@snu.edu](mailto:humanresources@snu.edu) to keep on file for your finalist before a job offer may be extended.



☐ Internal Candidate

- The President has final approval authority for all personnel actions. All internal candidates must have prior approval of the President before a final decision to fill the position and job offers are communicated.

☐ Offer job to selected applicant and discuss wage based on the approval to hire

☐ Payroll Compensation Form

- Complete this form for your new employee
- Once this is approved, Human Resources will work with your new hire to start the onboarding process.

☐ Job Posting

- Send an email request to [humanresources@snu.edu](mailto:humanresources@snu.edu) to take down the job posting from the website.
- Clean out your application folder on Laserfiche by making decisions on each applicant.
- Notify the outside job postings that the position has been filled
- Applications reviewed and dispensed without interview will be notified by Human Resources (when you choose "No Hire/Generic Email").
- Departments need to contact anyone they have had communication with that was not selected, thanking them for their time and interest and stating that the position has been filled, without providing any further details. (Make the selection "No Hire/Manager Contact")
- Reasons for non-selection must not be discussed.

☐ Orientation

- On or before the first day of employment, the new employee must complete employment eligibility forms in the Human Resources Office as required by Federal law. New employee orientation will be conducted in the Human Resources Office by the Benefits Coordinator.