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

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

- This is important to do as soon as possible so we can work with you on the process.
- Search for separating employee and click on their name.
- You will choose "Status Change" as the dropdown option for PAF Action Type. For the "PAF Reason" choose the appropriate action.
- You will indicate the effective date of the last day worked or separation date.
- The PAF 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, computers returned to Information Technology department, keys and ID are turned in, access is cut from their ID, and an exit and benefits meeting is scheduled with the Assistant Director of Human Resources/Benefits Coordinator to properly end their deductions.

☐ Resignation Letter/Resignation Email

- Ask your employee to submit a resignation letter to you and to HR at or the supervisor can provide a copy: humanresources@snu.edu
- This is required documentation for their file

☐ Employee needs to schedule an appointment for offboarding with the Assistant Director of Human Resources/Benefits Coordinator.

- Please submit with the resignation letter

2nd Priority

☐ Hiring Manager Intake form

- Not required but will walk you through the next steps of hiring.

☐ Job Description Template

- If you would like a copy of this position's previous job description, please notify HR at humanresources@snu.edu.
- Send the new job description in the template format to humanresources@snu.edu in Microsoft Word format. The position will be created by Human Resources.

☐ Job Posting Position

- All job postings can be found at the SNU Careers Webpage.
- Human Resources will create a Job Requisition to be routed through the approval process in Paycom. You can view instructions on the Approval Process for Job Requisitions in Paycom.
- Once the approvals have been completed, the position will be posted for a minimum of 10 days to assure that you are receiving a good applicant pool.

- Once your job has been posted, you will receive an email with instructions on how to work through your applications in Paycom.
- Only the President has the authority to waive the minimum 10 day posting period.

☐ Advertisement

- Your department will need to pay for the ads on additional job boards or publications. The Director of Human Resources will need to approve the position description.
- If you have an applicant that is interested, please direct them to your job link to fill out the employment application in Paycom. 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.

3rd 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)

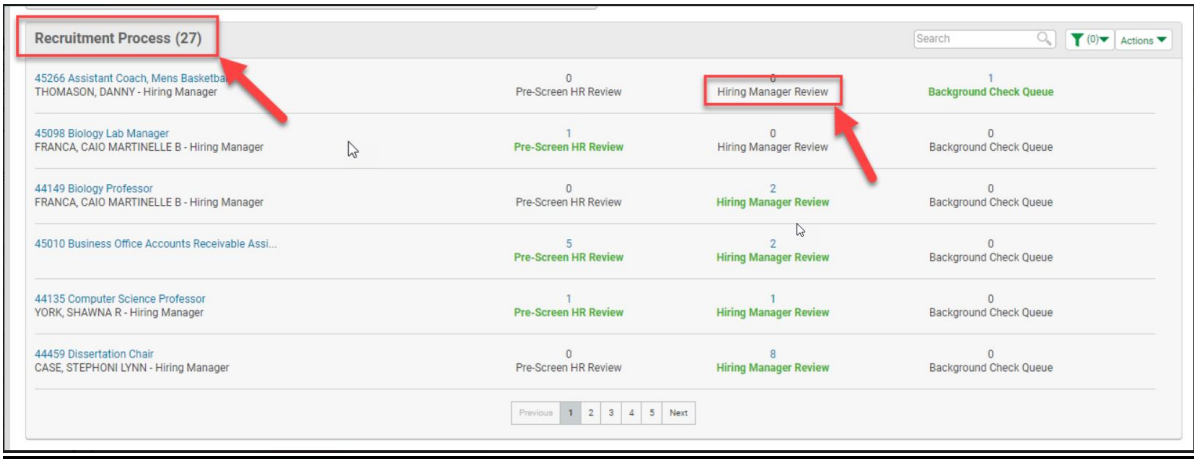
- If you choose to do testing, all finalists will undergo the same conditions

☐ 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.

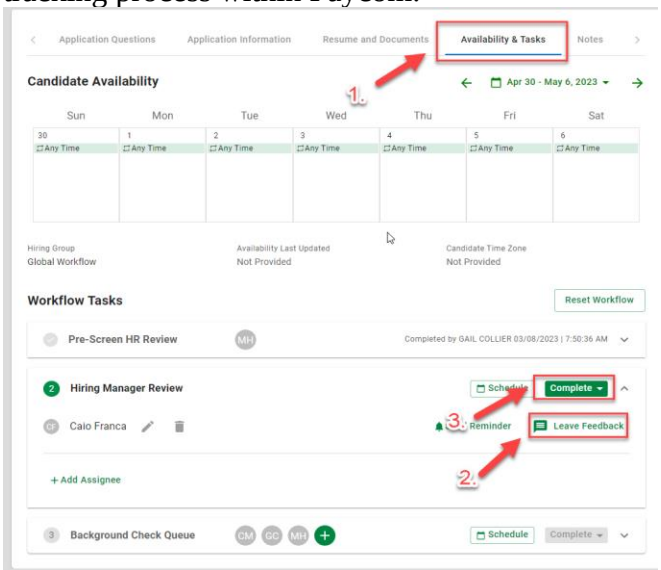
☐

- Review employment applications in Paycom by logging into Paycom as the "Client".
- To view applications, sign into Paycom.com as the "Client" and navigate to **Talent Acquisition>Applicant Tracking>Recruiter Dashboard**. Scroll to the bottom of the **Recruiter Dashboard** page under **Recruitment Processes** and click on the number displayed in the Hiring Manager Review Queue to review individual applications (see screen shot below):

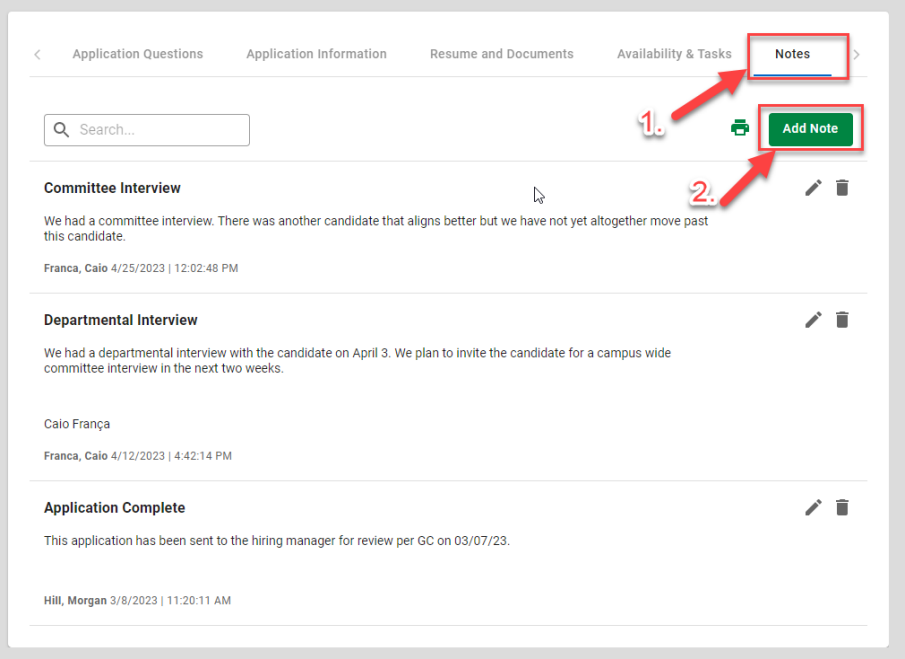


☐ Schedule Interviews (phone or in person).

- The hiring manager should schedule interviews with qualified candidates. In the **individual application** under the **Availability and Tasks** tab hiring managers can schedule interviews, leave feedback on the individual candidate, and send to next step to request the background check or reject the application.
- Behavior-Based Interview Questions
- Commitment to Diversity – Interview Questions
- Skill-Based Interview Questions
- What Questions Can and Can't I Ask
- Under the "**Availability and Tasks"** tab the hiring managers must "**Leave Feedback"** and **"Send to Next Step"** for background check or **"Reject"** the application from further consideration. Email notifications will be sent to the applicant through the applicant tracking process within Paycom.



- The hiring manager may leave **Notes** on individual application in reference to the interview and hiring decision.



☐ Background Check

- Once you have selected the final candidate, in the individual application under the "**Availability and Tasks"** go to **"Send to Next Step"** to initiate the background check prior to making an offer to the candidate.
- **Faculty and Director Level and above positions**- Criminal background checks for all finalists should be submitted through the application as described above. Hiring managers need to wait for notification the background checks have cleared before scheduling interviews for faculty, director positions and administrative positions before on-campus interviews are scheduled.
- Credit background checks will be requested for positions with financial responsibilities.

☐ 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 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 salary approved on the Job Requisition in Paycom.

☐ Onboarding

- Once the individual's background check is clear, an email containing the onboarding link from Paycom will be sent to the employee's email address provided in the application process.
- A Payroll+ Form must be completed indicating the **start date, computer needs, and keys requests**. **(Click here Payroll+ Form)**
- After the employee has completed the onboarding steps, the employee **must schedule an appointment with the HR/Payroll Specialist** to provide documentation for verification of the individual's I-9 form before their start date OR on the first day of employment. Instructions for processing the I-9 documents will be sent to faculty and staff living out of the Oklahoma City/Tulsa area.
- After the new employee has completed the onboarding, two Emails will go to the hiring manager and the new employee.
  1. The first email is to **Account Changes** for the Informational Technology Department that has the **employee ID number** in the subject line. The new employee should receive an email sent to their personal email account to reset their SNU email password. **The employee onboarding has been completed.**
  2. **Another email** will be sent to the new **employee's SNU email account** from Paycom providing the username and password for Paycom's Employee Self Service login.

☐ Job Posting

- Once the position has been filled in Paycom the job posting will be removed from the SNU Careers page.
- 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.
- Reasons for non-selection must not be discussed.

☐ Benefits Orientation

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