POSITION:_____

CENTENARY COLLEGE OF LOUISIANA

STAFF HIRING PROCESS CHECKLIST

NOTE: This checklist is to be used in conjunction with the Employee Hiring Policy on the Human Resources website. This checklist is only intended as a tool to assist in the proper processes, checkpoints, and approvals in hiring a new employee. The objectives and procedures in the policy are paramount in all cases.

REQUEST FOR SEARCH FORM (RFS)

_____1. All applicable information on the RFS is to be provided, including:
  a. Position description information – This will include a proposed salary range for the hire. The salary range should be based on objective data (e.g., CUPA) developed in consultation with Human Resources, where available. Exempt personnel and student employees will be paid monthly. Non-exempt (hourly) personnel will be paid bi-weekly.
  b. Search date parameters
      Note: A search will be deemed unsuccessful if the position is not filled within five (5) months of approval. If a search is deemed unsuccessful, reposting of the position must be approved through this same process. The "new" RFS must be accompanied by an explanation as to why the first search was unsuccessful and what will be different in the new search.
  c. Employee classification (see Job Description).
  d. Scheduled work times (hours and days)
  e. Search parameters (College website, internet, newspapers, specialized publications)
  f. General comments – either by insertion on the form or accompanying memo, explain the (1) rationale for replacement of the position, (2) source(s) of funding.
  g. Review Hiring Rubic www.centenary.edu//hr/payroll to verify **minimum** requirements for position.
  h. If required completed *Position Creation/Deletion* form.

_____2. Job Description (Note: The following instructions also apply in the case of promotion to a newly created position.)
  a. Job description (obtained through Human Resources if an existing position). If a new position, the job description will be developed by the hiring department in collaboration with Human Resources. No job description is considered final until reviewed and approved by Human Resources.
  b. If job title or duties are changed, these are to be highlighted and discussed with Human Resources to assure proper classification of the position and conformance with College practices.
      Note: This may require the completion and submission of an FLSA classification (Exempt vs. Non-Exempt) worksheet to document the appropriate classification. FLSA provides that exempt personnel are paid at the legally required minimum, and hourly personnel will be paid at the minimum wage set by federal law.
  c. Submissions that require job description changes will be best expedited if the supervisor meets and covers this change with Human Resources as part of the submission process rather than simply sending in paperwork.

_____3. All RFS must be submitted to Human Resources five (5) days prior to the expected posting date.

_____4. Obtain application approval signatures:
  a. Immediate Supervisor
  b. Cabinet Member responsible for the hiring department
  c. Vice President for Finance & Administration (budgetary approval and policy compliance)
  d. President
      Note: No submission will be made to the President until all of the above requirements have been met.

_____5. President's Executive Assistant will scan the approved paperwork, send to the hiring parties, and deliver the original approved forms and supporting documentation to Human Resources for posting of the position. The date of the President's signature begins the 5-month clock on a successful search.

POSTING AND SOLICITATION OF INTEREST

_____1. A written notice (posting) of the position will be posted, at a minimum, on the Human Resources website for a minimum of three (3) calendar days. The objective of this posting period is to enable the creation of a diverse application pool.

_____2. Certain laws and policies apply to good hiring practices. The hiring party and/or search Committee, as applicable, should determine if they understand such practices and, if not, consult with Human Resources for guidance.

_____3. Reference and background checks – Once a determination of final candidate(s) is made (typically no more than 2-3 candidates), the department that is doing the hiring will check references on the candidate(s). Then the hiring manager will have said candidate(s) complete a Release of Information form. The hiring department will submit the completed Release of Information Form to Human Resources for the background to be processed. Human Resources will communicate to the hiring department a candidate's eligibility for hire. See the separate policy regarding background checks.

_____4. Once the hiring department is notified a candidate is eligible for hire, they can negotiate a mutually acceptable salary with the candidate. This salary should be within the range on the RFS. If not, then the hiring supervisor must consult with the Vice President for Finance & Administration to confirm budget funding availability and obtain approval from the President for the exception before proceeding to finalize negotiations. Salaries above midpoint of range need to be justified in writing if not obvious from candidate's submitted credentials that he/she exceeds minimum requirements and exhibits one or more preferred qualifications as described in the position description.

HIRING AND EMPLOYEE ACTION FORM (EAF)

Once a salary has been successfully negotiated with the candidate, the hiring supervisor will complete an EAF to authorize the final salary offer and hire approval.

_____1. All applicable information will be supplied
   a. Action information, employee classification information, salary and work schedule, labor distribution, funding source(s). The resume and background clearance shall also be part of the required information.
   b. Accompanying memorandum should be supplied to explain any unusual circumstances, timing, or funding sources.
   c. A completed and initialed hiring checklist will be part of the submitted package.

_____2. The RFS information, previously approved as described above, should be packaged with the EAF paperwork.

_____3. Obtain applicable approval signatures:
   a. Immediate Supervisor
   b. Cabinet Member responsible for the hiring department
   c. Vice President for Finance & Administration (budgetary approval and policy compliance)
   d. President
      Note: No submission will be made to the President until all of the above requirements have been met.

____4. The President's Executive Assistant will scan the approved paperwork, send to the hiring parties, and deliver the original approved forms and supporting documentation to Human Resources.

____5. The EAF needs to be signed and returned to Human Resources a minimum of five (5) days prior to the hiring date.

NOTE: New hires cannot begin work and cannot be processed for payroll and benefits prior to a completed EAF being submitted to Human Resources for final processing. No offer of employment is official until this step in the process is complete.

____6. Once the EAF is complete and on file in the Human Resource Department, the Human Resource Director will generate a letter of employment for written confirmation of the terms of employment to be given to the selected candidate.

____7. The hiring department will coordinate an appointment with the Human Resource Director, in advance of the new employee's hire date, for the new employee orientation process to be conducted with the Human Resource Director.

____8. Rejected candidates will be promptly contacted by the hiring department.