**THE UNIVERSITY OF LOUISIANA AT MONROE**

**HIRING FULL-TIME CLASSIFIED EMPLOYEES CHECKLIST**

**PERSONNEL REQUESTS**

[ ]  Review “Procedures for Hiring Classified Employees”

[ ]  Prepare and obtain approvals for the Position Justification Form (pre-approval)

[ ]  Add/review/update job description in NeoEd

[ ]  Submit the request to post requisition through NeoEd (attach pre-approval)

[ ]  Submit an updated organizational chart to Staffing Specialist

**INTERVIEWS**

[ ]  Appoint search committee, if applicable (required for Law Enforcement)

[ ]  Review hiring packet prior to beginning interviews

[ ]  Schedule interviews

**APPOINTMENT RECOMMENDATIONS**

[ ]  Submit recommendation for employment form to appropriate Vice President for approval

[ ]  Submit approved employment recommendation memo and all hiring documents (evaluations, questions, etc.) to Human Resources

 \_\_\_\_ If salary is above minimum starting salary, include justification in memo for Extraordinary Qualifications

 based in policy ([Pay for Extraordinary Qualifications/Credentials Policy](https://webservices.ulm.edu/policies/index.php?a=browse&budget_code=300130))

[ ]  Work with Human Resources to determine start date and salary

[ ]  Prepare Personnel Action Form and submit to budget for approval (once candidate accepts position)

[ ]  Work with Human Resources to begin onboarding process