**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