**THE UNIVERSITY OF LOUISIANA AT MONROE**

**HIRING FULL-TIME FACULTY/UNCLASSIFIED EMPLOYEES CHECKLIST**

**PERSONNEL REQUESTS**

Review “Procedures for Hiring Unclassified 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)

**INTERVIEWS**

Appoint search committee, if applicable

Review hiring packet prior to beginning interviews

Schedule interviews

Submit e-reference checks through NeoEd

**APPOINTMENT RECOMMENDATIONS**

Submit recommendation for employment on selected candidate through NeoEd

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