**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