**THE UNIVERSITY OF LOUISIANA AT MONROE**

**HIRING FULL-TIME CLASSIFIED EMPLOYEES CHECKLIST**

**PERSONNEL REQUESTS**

[ ]  Review “Procedures for Hiring Classified Employees”

[ ]  Prepare the Classified Position Justification Form and receive appropriate approvals

[ ]  Prepare request to advertise

[ ]  Review job description, update as necessary

[ ]  Submit all completed documents to Human Resources

 \_\_\_\_ Position Justification Form

 \_\_\_\_ Request to Advertise Form

 \_\_\_\_ Job description

 \_\_\_\_ Updated organizational chart

**INTERVIEWS**

[ ]  Appoint search committee if applicable

 \_\_\_\_ Required for Law Enforcement

 \_\_\_\_ Send committee list to Human Resources

[ ]  Review hiring packet prior to beginning interviews

[ ]  Notify Human Resources of candidates to interview (HR will begin reference check process)

[ ]  Schedule interviews

[ ]  Review reference reports prior to making appointment recommendation

**APPOINTMENT RECOMMENDATIONS**

[ ]  Prepare employment recommendation form and receive appropriate approvals

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

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

[ ]  Work with Human Resources to begin onboarding process