**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