

EMPLOYMENT PROCEDURES CHECKLIST

FOR STAFF HIRES (updated 5/1/06)

This checklist is intended to be a guide for the employment hiring process of full-time and part-time staff jobs. Prior to the start of filling any vacant job, departments should review the detailed policies/procedures/instructions of the employment hiring process. Detailed policies/procedures/instructions can be obtained from the University's web site from Human Resources Employment Services' web page: <http://www.uakron.edu/hr/EmployServs.php>.

IMPORTANT!

Are you completing paperwork to replace an existing employee? If you answered "yes", you must first complete a Termination PAF that reflects an employment "end date" for the current employee.

STEP 1 – Job Classification Process

Action Item	Guidelines	Forms/Materials to be Completed/Collected
Job Determination	<input type="checkbox"/> Determine type of position that is needed <input type="checkbox"/> Select a job title <input type="checkbox"/> Obtain a Classification Specification	<input type="checkbox"/> Official Classification Specification

STEP 2 – Position Approval/Budget Verification Process

Action Item	Guidelines	Forms/Materials to be Completed/Collected
Position Approval / Budget Verification	<input type="checkbox"/> Complete a Job Requisition Form (JRF) <input type="checkbox"/> Obtain approval to fill a vacant position <input type="checkbox"/> Verify that budgeting is available	<input type="checkbox"/> Job Requisition Form (JRF) <input type="checkbox"/> Budget Amendment (<i>if applicable</i>)

STEP 3 – Recruitment, Selection, and Hiring Process

Action Item	Guidelines	Forms/Materials to be Completed/Collected
PART 1 – Search Planning	<input type="checkbox"/> Organize the search and develop a search schedule <input type="checkbox"/> Complete a Search Plan <input type="checkbox"/> Complete a web-based Departmental Requisition <input type="checkbox"/> Obtain approval signatures	<input type="checkbox"/> Search Plan <input type="checkbox"/> Approved JRF <input type="checkbox"/> Official Classification Specification
PART 2 – Advertising the Job	<input type="checkbox"/> Review advertisement procedures <input type="checkbox"/> Determine advertising dates and deadlines <input type="checkbox"/> Determine length of time advertisements will run	<input type="checkbox"/> Web-based Departmental Requisitions
PART 3 – Prescreening and Selecting the Applicant Pool	<input type="checkbox"/> Employment Services - Collect applicant materials <input type="checkbox"/> Employment Services – Complete Compliance Report Part I <input type="checkbox"/> Employment Services - Conduct a preliminary screening based on minimum qualifications listed in the Search Plan	<input type="checkbox"/> Interview Worksheet <input type="checkbox"/> Interview Questions <input type="checkbox"/> Original Applicant Materials

The University of Akron
Employment Procedures Checklist for Staff Hires

Action Item	Guidelines	Forms/Materials to be Completed/Collected
	<ul style="list-style-type: none"> <input type="checkbox"/> Employment Services – Forward materials to hiring department <input type="checkbox"/> Hiring Department - Conduct a second screening based on preferred qualifications to select the interview list <input type="checkbox"/> Hiring Department – Complete an interview Worksheet <input type="checkbox"/> Hiring Department – Create a list of interview questions <input type="checkbox"/> Hiring Department – Obtain approval from AA/EEO Office <input type="checkbox"/> Employment Services – update UA Job Status Board 	<ul style="list-style-type: none"> <input type="checkbox"/> Compliance Report Part I <i>(completed by Empl Srvs)</i>
<p style="color: red;">PART 4 - Conducting the Interviews</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Employment Services – Schedule interviews <input type="checkbox"/> Hiring Department – Prepare for, conduct and conclude interviews <input type="checkbox"/> Hiring Department – Conduct second interviews (optional) 	
<p style="color: red;">PART 5 - Selecting an Applicant for Employment</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Hiring Department – Complete Compliance Report Part II <input type="checkbox"/> Hiring Department – Complete Salary Recommendation Worksheet <input type="checkbox"/> Obtain approval signatures <input type="checkbox"/> Employment Services – Conduct reference checks 	<ul style="list-style-type: none"> <input type="checkbox"/> Compliance Report Part II <input type="checkbox"/> Salary Recommendation Worksheet
<p style="color: red;">PART 6 - Extending the Job Offer</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Employment Services - Extend verbal offer <input type="checkbox"/> Employment Services – Notify hiring department of applicant's decision <input type="checkbox"/> Employment Services - Follow up with a written offer <input type="checkbox"/> Employment Services - Verify employment eligibility of international candidates <input type="checkbox"/> Employment Services - Prepare a Personnel Action Form for Board approval to hire <input type="checkbox"/> Obtain approval signatures <input type="checkbox"/> Employment Services – Update UA Job Status Board 	<ul style="list-style-type: none"> <input type="checkbox"/> Offer Letter <input type="checkbox"/> Form I-9 <input type="checkbox"/> Social Security Retirement Notification (Form SSA-1945) <input type="checkbox"/> Personnel Action Form (PAF) <input type="checkbox"/> Successful Candidate application
<p style="color: red;">PART 7 - Completing the Final Reporting</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Hiring Department – forward all interview materials to assigned Employment Coordinator <input type="checkbox"/> Employment Services - Compile search materials for closing the search file 	

STEP 4 – Employment Matters After the Hire

Action Item	Guidelines	Forms/Materials to be Completed/Collected
PART 1 – Prepare for the New Employee's Arrival	<ul style="list-style-type: none"> <input type="checkbox"/> Review the Departmental Orientation Guidelines to develop a departmental orientation program for the new employee <input type="checkbox"/> Determine types of approval forms needed to give the employee access to UA buildings, parking lots, internet, intranet, business cards, etc. 	<ul style="list-style-type: none"> <input type="checkbox"/> Forms/Materials will vary based upon requirements of the job
PART 2 – Orient the New Employee to UA's Policies and Procedures	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct a Departmental Orientation <input type="checkbox"/> Assist employee with distributing any hiring forms that employee received with the offer letter or as part of the part-time employee orientation packet <input type="checkbox"/> Ensure that the new employee attends other required orientations and/or training sessions (<i>i.e. Benefits Information, Sexual Harassment and Other Forms of Discrimination Training, Peoplesoft, etc.</i>) 	<ul style="list-style-type: none"> <input type="checkbox"/> Form I-9 <input type="checkbox"/> SSA Form 1945 <input type="checkbox"/> New Employee Departmental Checklist