

HIRING MANAGER CHECKLIST FOR EMPLOYMENT PROCESS

AT THE BEGINNING OF THE SEARCH:

_____ Gather all required information regarding position number, job classification, etc. to discuss contents of HR106 and Form A with the hiring supervisor.

_____ Verify that the job classification code is assigned to the specific indicated position number in your budget and that the current budgeted salary matches what is on the budget line for that position. (If this is a new position, list the minimum of the salary range.)

_____ Verify that the account number is correct and that funds are available.

_____ If the position is in a job family, you are strongly encouraged to post **two** levels. Our experience has shown that this is the optimal number.

_____ Log onto www.auemployment.com/hr and select “Create from Previous”, “Create from Template”, or “Create from Scratch”. Enter all information, edit and eliminate abbreviations.

_____ Minimum and desired qualifications should be stated in sentence form. Degree requirements, required experience, and knowledge must reflect at a minimum the information found in the official job description which can be accessed at www.auburn.edu/administration/human_resources/compensation/ccp/jd/jd-title.htm The department may describe in fuller detail the specific past experience that will be considered as relevant to meet the minimum experience requirements.

_____ **For jobs in grade 34 and up**, ensure that a search committee has been established and that the member’s names are listed on the Form A.

_____ Enter the required recruitment outlets based upon the University’s centralized recruitment program. Add any additional recruitment outlets deemed appropriate.

_____ After completing the HR106 and Form A, Save. Go to the “Printer-Friendly Version” link and print information so you and the hiring supervisor can review the information in its entirety.

_____ Make any edits and correct any typos. Change the status of the posting to “Submit to Liaison”. E-mail your HR Liaison to let them know you have a posting ready for their review.

AT THE CONCLUSION OF THE SEARCH:

_____ Notify the Employment Specialist via e-mail with copy to your HR Liaison that interviews have been completed. Provide the names of all interviewed candidates and the selected candidate. Provide an account number for the background check. If more than one level was posted, also indicate which level you are recommending.

_____ Your hiring supervisor will be notified by e-mail of the approved salary referral and will be instructed to provide you with information justifying the selection of the interviewed candidates, the selection of the Finalist candidate, as well as the reasons for non-selection for all other candidates in the applicant pool. Log onto www.auemployment.com/hr and enter this information on the applicant screen.

_____ To review your entries, you may select the Form B for Hiring Managers Report at the top of your screen and print for review of your hiring supervisor.

_____ Change the status to “Form B Complete” and e-mail your HR Liaison that the Form B information is ready for their review.

_____ Your hiring supervisor will be notified via e-mail by the Employment Specialist when they are approved to make an official offer of employment. **NO OFFER OF EMPLOYMENT MAY BE MADE UNTIL THIS APPROVAL IS GRANTED.** The Hiring Manager and HR Liaison will be copied on this e-mail.

_____ Once the offer is made and accepted, contact the Employment Specialist to let them know the agreed upon employment date. The Employment Specialist will then schedule the selected candidate for new employee orientation.