

# HR LIAISON CHECKLIST FOR EMPLOYMENT PROCESS

## AT THE BEGINNING OF THE SEARCH:

\_\_\_\_\_ Make certain the posting is at “Submit to Liaison” status. DO NOT Submit to HR if the posting is still at “Saved” status.

\_\_\_\_\_ Using the “Printer-Friendly Version” link, print information so you can review submitted information in its entirety.

\_\_\_\_\_ Correct any typos in submitted text. Where possible, eliminate abbreviations.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ Make sure the department has deleted any information in the job summary which does not need to be in the final Position Announcement. Remember that your departments can modify the generic job summary so that it better describes the work to be done.

\_\_\_\_\_ 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](http://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.

\_\_\_\_\_ Verify that the EEO Code is correct. This information can be found at [www.auburn.edu/administration/human\\_resources](http://www.auburn.edu/administration/human_resources) in the Compensation section under Jobclass x Title. Refer to the listing provided by AA for EEO codes having affirmative action goals. Indicate if there is an affirmative action goal or not. DO NOT leave this field at “No Response.”

\_\_\_\_\_ Make sure the department has deleted any information which may have pulled in from previous searches, such as name of a previously selected candidate.

\_\_\_\_\_ **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.

\_\_\_\_\_ Review appropriateness of recruitment outlets in light of any affirmative action goals.

\_\_\_\_\_ Change status of posting to “Submit to HR.”

### **AT THE CONCLUSION OF THE SEARCH:**

\_\_\_\_\_ The Employment Specialist will notify you of the maximum salary rate allowed under University guidelines for the selected candidate. The HR Liaison is then responsible for discussing salary issues and the appropriate level (if applicable) with the hiring supervisor and notifying HR what salary rate they would like to pay.

\_\_\_\_\_ After the salary issues have been resolved, the Employment Specialist will instruct the hiring supervisor via e-mail that they are to provide information to their Hiring Manager 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. The Hiring Manager will enter this information into the online system, and change the status of the posting to “Form B Complete”. At this point the information is ready for your review.

\_\_\_\_\_ Click on the “Reports” link in the navigational bar on the left of the screen. You may search by position number, requisition number, or job title. Make sure “Form B Complete” is checked in the Posting Status list. Click “Search”.

\_\_\_\_\_ Click the “Get Reports List” under the job title, then select “Form B for Hiring Managers” and generate the report.

\_\_\_\_\_ Make sure that the Finalist’s name is indicated in the top section of the report. The Hiring Manager **SHOULD NOT** enter their Form B information and change the status to “Form B Complete” before the Employment Specialist has entered this information after the background check has been cleared and all salary issues resolved. If this information is not showing, inform the Hiring Manager to contact the Employment Specialist assisting you with the search.

\_\_\_\_\_ Review the information provided for appropriateness and applicability to the listed job responsibilities and qualifications for Finalist and Interviewed candidates. This narrative information should consist of sufficient justification should an unselected applicant challenge the process. If edits are required on Finalist and Interviewed candidates, discuss with departmental Hiring Manager/hiring supervisor and make revisions. If edits are required on Not Selected applicants, you may review and edit those comments by clicking the Inactive Applicants box.

\_\_\_\_\_ If all information is satisfactory, click on “View Open” in the Job Postings section of the navigational bar and change the status of the posting to “Form B Reviewed.”