**THE UNIVERSITY OF LOUISIANA AT MONROE**

**HIRING FULL-TIME FACULTY/UNCLASSIFIED EMPLOYEES CHECKLIST**

**PERSONNEL REQUESTS**

Review “Procedures for Hiring Unclassified Employees”

Prepare the Unclassified Position Description, Justification & Certification Form and receive appropriate approvals

\_\_\_\_ For grant/foundation funded positions, receive approval from grant or foundation office

\_\_\_\_ For faculty positions, Faculty Member Data Sheet must be attached with the Position Justification form

Prepare request to advertise

Review job description, update as necessary

Submit all completed and approved documents to Human Resources

\_\_\_\_ Position Description, Justification & Certification Form

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

\_\_\_\_ Job description

**INTERVIEWS**

Appoint search committee if applicable

\_\_\_\_ 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