



## The University of Louisiana at Lafayette

### Office of Human Resources

#### Unclassified Faculty and Staff Hiring Checklist

**EEO#:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Date Action Initiated:** \_\_\_\_\_

- 
1. Director/Department Head completes the Position Request Form and Position Description Form and submits along with an updated or proposed organization chart to Human Resources to either create or fill a vacancy/position.
  2. Human Resources reviews request for classification and compensation and assigns tentative EEO number then submits to the responsible Vice President.
  3. The Vice President must sign and approve a hard copy of the request for the position.
  4. The request is then sent to the VP for Administration and Finance and the President to be approved.
  5. The President approves and routes the request to Human Resources, initiating the recruitment phase.

#### **Position Recruitment:**

---

1. Once the department receives the approved copy of the request for the new position, the e-file of the vacancy announcement (MS Word formatted) is sent to the EEO Office at [eeo@louisiana.edu](mailto:eeo@louisiana.edu). This email must also include the requested length of posting. The minimum posting time is 5 days on the UL website. Vacancies may be requested to post "until filled". HR and VP of Faculty Affairs (if an academic vacancy) will review and edit if necessary, before it is posted to the University Employment Opportunities webpage.

*Note: If you wish to place your vacancy ad in journals, newspapers, or any other off-campus publications/websites, it is the responsibility of the Department to include the text and cost of the proposed ad in your request to have the position approved by Human Resources. Once you receive the approval for your ads, you can send this material, along with your purchase requisition to **Purchasing**, NOT the EEO Office.*

2. After all resumes have been accepted and the ad is no longer posted, the Director/Department Head, or his/her designee, must transmit the names and email addresses of ALL applicants in an Excel file to the EEO Office at [eeo@louisiana.edu](mailto:eeo@louisiana.edu). If the applicant does not have an email address, please indicate their home address.
3. During the interview process (in person or by phone) the applicant must receive a copy of the Federal 1998 Clery Act, which can be found at:

<http://police.louisiana.edu/jeanne-clery-act/crime-statistics>; In order to be compliant with the Clery Act. The Clery Act is under the 'Crime Stats' tab.

4. The Director/Department Head will then send a 'ranked' list of the top three candidates to the Dean who will then approve and submit for hire.
5. Once the Dean has approved a candidate for hire, a background check must be initiated. The process has recently been amended as of May 22, 2017: The Hiring Manger will email Human Resources at [humanresources@louisiana.edu](mailto:humanresources@louisiana.edu) with the Applicant's Last Name,First Name and Email. The applicant will receive email notifying them of the background check with istructions. The applicant will have a total of 5 days to respond.
6. If the position is designated "Safety Sensitive" by the Director of Public Safety, a drug screen must also be conducted by HR prior to a hire offer. A list of Safety-Sensitive positions can be found in the Drug Testing Policy page:

<http://www.safety.louisiana.edu/resource-center/policies-procedures/employee-drug-testing>.

7. Concurrent to the background screening, the Director/Department Head will also initiate the hiring request, by completing a Personnel Action Form for to hire the candidate. This form can be found at: <http://humanresources.louisiana.edu/forms-policies/forms/background-check-forms>

Once the form is signed by the Director/Department Head, it is then sent through the chain of command for approval (See the PAF instructions for routing information). The official effective date of the candidate's appointment will be determined post-approval by Human Resources; however, a requested proposed date should be indicated in the respective field of the form.

8. **Formal Hire Offers will be made by the Office of Human Resources**, once the Personnel Action Form is approved by all required signees, and contingent on a clear background check and drug screen (if required):

Any new employee offered a position, or put to work prior to the aforementioned approvals will be considered an **unauthorized hire**, per University delegated authority, and will be separated from employment until the required approvals are received. The original PAF will return to the President or Provost depending on the employment type, with copies to Finance, Payroll, and the respective department. No copies of the PAF will be made or distributed by any department **other than Human Resources** during the approval process.

8. An EEO Final Report Form will be sent to the Director/Department Head and **MUST** be completed and returned to the EEO Officer within 10 working days after receipt. HR will include all available candidate data surveys received from the applicant pool.

**All correspondences regarding the EEO Process and Approvals should be sent to: eeo@louisiana.edu or via interoffice mail to Human Resources (Attn: EEO).**