



## The University of Louisiana at Lafayette

### Office of Human Resources

#### Unclassified Faculty and Staff Hiring Checklist

ReqID# \_\_\_\_\_ Previously EEO#

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

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

1. Hiring Manager/Committee completes a requisition request in Cornerstone, which includes updated job description. Also attach an org chart and resignation letter from incumbent, then submit. (see Cornerstone training document for details).
2. Human Resources will review request for classification and compensation and also vet for accuracy, then forward through digital approval chain.
3. Once all approvals are received, your vacancy will automatically post to Cornerstone's Career site, where applicants will submit their application documents. Positions must be posted a minimum of 5 days.
  - a. For external postings to industry-specific sites, you must direct candidates to also submit a formal application via Cornerstone, which can be accessed from our **HR Webpage**.
4. Follow Cornerstone Training document, *Applicant Review and Hiring* tab to process applicants. Cornerstone allows your search committees to review and rank applicants, schedule interviews, and submit candidates for an offer letter.
  - a. 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>**
  - b. Candidates can be submitted for Background checks via Cornerstone as well. (see *Applicant Review and Hiring* tab from above).
  - c. 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>**
5. HR will receive notice when the Hiring Manager/Committee submit an applicant to the offer letter status, and will coordinate salary & prospective date of hire with Hiring Dept. HR will also make verbal offer with candidate and submit the formal offer through Cornerstone. Candidate is able to electronically accept.
6. Once they've accepted, Cornerstone will trigger an email to the designated hiring Manager, directing them to submit an a PAF, which will route via your current approval chain.
7. Once the PAF is fully approved/documented by our HR, our staff will return to Cornerstone to finalize/close-out your requisition, ending the recruitment process for that particular position.

*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.*

**All correspondences regarding the Recruitment Process and Approvals should be sent to: [HRReply@louisiana.edu](mailto:HRReply@louisiana.edu) or 337-482-6257.**