HELPFUL TIPS FOR SUPERVISORS:
Staff Employee Hiring

The following is a guideline to help you through the staff hiring process. Please feel free to contact Tafi (x1435) in the HR office at any point in this process for assistance or clarification.

 ➢ As soon as you are ready to fill a position a **Request to Fill (RTF)** will need to be completed, signed by the supervisor and sent to HR. This form can be found here: http://www.southwestern.edu/hr/forms.php
 ➢ **HR will send you the most updated job description** for the position you are hiring. You can **make any adjustments** to more accurately reflect any changes that have occurred with that position's duties or requirements. **Send it back** to HR. The AVP for HR will review the changes to make sure the duties and requirements still fall accurately within the pay scale set forth. ***Please note***: some wording under the requirements are job specific and cannot be altered.
 ➢ Once the job description is agreed upon, **HR will create an ad for the position**. Please indicate if there are professional associations or websites on which you would like to advertise.
 ➢ **The RTF will be forwarded** on to the AVP for Finance and the VP for Fiscal Affairs **for approval**. This may include a review by the budget committee.
 ➢ Once approved, your **ad will be posted**.

HR will start receiving resumes submitted. Every submission is printed and logged into a database system. If it is preferred to receive the resumes via email instead of paper copies, please let HR know. This has worked well in the past but it is recommended that a filter is created that will flag all submissions that come from 'hrjobs' and label them accordingly. This will help to keep them separate from everyday emails.

Once a candidate has been selected:

 ➢ Verify references.
 ➢ Fill out a **Personnel Action Request (PAR)** and send to HR (see above link for PAR).
 ➢ The PAR is forwarded to the AVP for Finance and the VP for Fiscal Affairs for approval.
 ➢ A letter is mailed or emailed to the prospective employee, along with a **Background Check** form. Once the form is returned, it is submitted to a third party vendor that verifies the prospective employee's information and processes the background check. Please allow 5-10 business days however, this process is very thorough and checks every county the prospective employee has lived or worked in so it may take longer. Please allow **at least** a month for international searches.
 ➢ HR will inform the hiring manager as soon as the background results are available. At that time a start date for the new employee will be established. ***Please note***: The start date indicated is what is entered in the system as well as what payroll uses. It must be accurate. Please make every effort not to change the date once it has been confirmed. If for some reason it needs to be changed, let HR know as soon as possible.

Review 'Tips for Supervisors: New Hire Set-Up".