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 or Bruce 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)** form**,** found here, will need to be completed (including salary requested), signed by the supervisor and Vice President of your division and then sent to Bruce Wallace (wallace4@southwestern.edu) (or cc him on the Adobe Sign).
- ➤ **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 Bruce. 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 in the 'Requirements' section are job specific and cannot be altered.
- ➤ Once the job description is complete, **HR will create an ad for the position**. Please indicate on the RTF if there are professional websites on which you would like to advertise.
- ➤ The RTF will be authorized by the Budget Analyst, your **ad will be posted**.

Once a candidate has been selected:

- ➤ **Verify references.**
- ➤ **Confirm the salary is what was approved on the RTF.**
- ➤ **Make a verbal offer to the candidate,** *noting that all offers are contingent on successful background results.*
- ➤ If the offer is accepted, complete a **Personnel Action Request (PAR)** form, found here, signed by the supervisor and the Vice President of your division and the sent to Tafi LaDuque (or cc her on the Adobe Sign).
- ➤ A letter is emailed to the prospective employee, along with a **Background Check Authorization** form. Once the form is returned to HR with the signed letter, it is submitted to a third-party vendor that verifies the prospective employee's information and processes the background verification. *All offers are contingent on successful background results.* This process is very thorough and checks every county the prospective employee has lived or worked in so please allow 5-10 business days. 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.
- ➤ Once the successful background results are received, **HR will remove the job posting and follow up with remaining candidates.**
- ➤ HR will initiate the email and computer access information and will provide it to the supervisor as soon as it is available.