

Office/Service Hiring Checklist

	Position:		
	Department:		
Step	Actions Taken	☑	Date
1.	A current job description has been completed and approved by HR Compensation via the PeopleAdmin system .	<input type="checkbox"/>	
2.	Requisition created and submitted to HR via PeopleAdmin System .	<input type="checkbox"/>	
3.	Hiring Range/Rate determined with concurrence of HR Compensation	<input type="checkbox"/>	
4.	The minimum qualifications in all advertisements and announcements are identical to those approved by HR and the approved tag line (UNL is committed to a pluralistic campus community through affirmative action, equal opportunity, work-life balance, and dual careers.) is included.	<input type="checkbox"/>	
5.	The position has been posted on PeopleAdmin System . A minimum of five working days is required for posting all office/service positions unless otherwise approved. Posting open date: Applicant review date:	<input type="checkbox"/>	
6.	Reference check(s) of current and former employers conducted on top candidate. (Reference Check/Release of Liability Form)	<input type="checkbox"/>	
7.	Hiring decision made. The Employment Office was contacted (402) 472-3101 to coordinate the verbal offer of employment, <i>contingent</i> upon successful completion of a Criminal History Background Check, Pre-Placement Physical, and/or Driving Record Review.	<input type="checkbox"/>	
8.	Criminal History Background Check completed.	<input type="checkbox"/>	
9.	Pre-Placement Physical completed (If applicable).	<input type="checkbox"/>	
10.	Driving Record Review completed (If applicable).	<input type="checkbox"/>	
11.	Letter of Offer (Grant Funded Position , Non Grant Funded/Regular Position), was completed by the hiring department and provided to the successful candidate, and Letter of Acceptance received from successful candidate. Certification Statement completed by the hiring unit. (Attach to PAF).	<input type="checkbox"/>	
12.	E-Mail notification (completed by the Employment facilitator via PeopleAdmin System) or letters were sent by the dept. to all unsuccessful candidates who were interviewed. (Interviewed Candidates , Not Interviewed Candidates)	<input type="checkbox"/>	
13.	PAF (use Personnel Action Form (PAF)_NUValues (11-2005) (accessed through SAPPHIRE), PDF, insurance enrollment form(s), direct deposit form, I-9, W-4 forms (Access through: SAPPHIRE ->Business Forms -> UNL Business Forms -> Human Resources -> Forms (blank) -> New Hire Packet UNL-Faculty/Staff), copies of letter of offer and letter of acceptance forwarded to Budget Office.	<input type="checkbox"/>	
14.	The New Hire Packet has been received from the Employment Office, including 30-day Temporary Parking Permit.	<input type="checkbox"/>	
15.	New employee has been informed of the New Employee Orientation information on the web: http://hr.unl.edu/general/neosession.shtml and the schedule of benefits and enrollment meetings.	<input type="checkbox"/>	
16.	Proper record retention policies have been reviewed and followed regarding the recruitment & hiring process. http://bf.unl.edu/bfpolicy/RecordsRetention.shtml	<input type="checkbox"/>	