

## Office/Service Hiring Checklist

	<b>Position:</b>		
	<b>Department:</b>		
Step	Actions Taken	<input checked="" type="checkbox"/>	Date
1.	A current job description has been completed and approved by HR Compensation via the <a href="#">PeopleAdmin system</a> .		
2.	Requisition created and submitted to HR via PeopleAdminSystem.		
3.	Hiring Range/Rate determined with concurrence of HR Compensation.		
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.		
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:		
6.	Anyone involved in recruiting, screening and/or interviewing must have attended the Search Process Seminar provided by the Office of Institutional Equity and Compliance. Recertification must be completed every three years.		
7.	<a href="#">Reference check(s)</a> of current and former employers conducted on top candidate. ( <a href="#">Reference Check/Release of Liability Form</a> )		
8.	The HR Facilitator was contacted to coordinate the verbal offer of employment, contingent upon successful completion of a Criminal History Background Check (pre-placement physical and/or driving record review, if applicable). Please contact the Employment Office (402-472-3101) for further information regarding the criminal history background check process.		
9.	Criminal History Background Check completed.		
10.	Pre-Placement Physical completed (If applicable).		
11.	Driving Record Review completed (If applicable).		
12.	Letter of Offer ( <a href="#">Grant Funded Position</a> , <a href="#">Non Grant Funded/Regular Position</a> ), was completed by the hiring department and provided to the successful candidate, and Letter of Acceptance received from successful candidate. (Attach to PAF).		
13.	E-Mail notification (completed by the HR facilitator via PeopleAdmin) or letters were sent by the dept. to all unsuccessful candidates who were interviewed. ( <a href="#">Interviewed Candidates</a> , <a href="#">Not Interviewed Candidates</a> )		
14.	PAF (use <b>Personnel Action Form (PAF)_NUValues (11-2005)</b> (accessed through SAPPHIRE), PDF, insurance enrollment form(s), direct deposit form, I-9, W-4 forms ( <b>Access through: SAPPHIRE -&gt;Business Forms -&gt; UNL Business Forms -&gt; Human Resources -&gt; Forms (blank) -&gt; New Hire Packet UNL-Faculty/Staff</b> ), copies of letter of offer, letter of acceptance and E-Verify Case Details Report forwarded to Budget Office.		
15.	The New Hire Packet has been received from HR, including 30-day Temporary Parking Permit.		
16.	New employee has been informed of the New Employee Orientation information on the web: <a href="http://hr.unl.edu/general/neo.shtml">http://hr.unl.edu/general/neo.shtml</a> and the schedule of benefits and enrollment meetings.		
17.	Proper record retention policies have been reviewed and followed regarding the recruitment & hiring process. <a href="http://bf.unl.edu/policies/bf/RecordsRetention.shtml">http://bf.unl.edu/policies/bf/RecordsRetention.shtml</a>		