Hiring Checklist

Position: _____

Department: _____

	Recruitment Actions	☑	Date
1.	A current job description is completed and approved by HR Compensation via the PeopleAdmin system.		
2.	Requisition created and submitted to HR via PeopleAdmin System.		
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.*"		
5.	The position is posted on PeopleAdmin System. A minimum of seven calendar days is required for all posted O/S and M/P positions unless otherwise approved by IEC. **Posting open date:** _____ **Applicant review date:** _____		
6.	The New Hire Packet has been received from HR Employment.		

	Selection Actions	☑	Date
1.	Anyone involved in recruiting, screening and/or interviewing has attended the **Search Process Seminar** provided by IEC within the last three years.		
2.	For positions utilizing search committees, committee names must be entered on the online requisition and notification emailed to IEC.		
3.	Guest User Accounts set up in PeopleAdmin and emailed to all search committee members.		
4.	Applicant materials reviewed and short list selected.		
5.	Selected applicants' statuses changed to **Short List Candidate** in PeopleAdmin. Notification of short list selection emailed to IEC (link in PeopleAdmin) and completed applicant log form faxed to IEC (402-472-9440).		
6.	All applicants who applied after the cut-off date moved to the status of **Not Considered**.		
7.	Short List Candidates moved to the appropriate status of **Interviewed** or **Declined Interview**.		
8.	Former employees of the university on the short list verified by HR to ensure their eligibility for rehire.		
9.	Reference check(s) conducted on top candidate.		

	Job Offer Actions	☑	Date
1.	Contact an HR Facilitator to coordinate the verbal offer of employment contingent upon successful completion of a **Criminal History Background Check** and, if applicable, a pre-placement physical and/or driving record review. HR Employment will provide further information regarding the criminal history background check process. **Verbal offer made date:** _____		
2.	Letter of Offer (templates in SAPPHIRE) sent by the hiring unit to the successful candidate. Letter of Acceptance received from successful candidate. **Letter sent date:**_____ **Acceptance received date:** _____		
3.	Requisition moved to the status of **Closed** to remove the posting from the website listing of open positions.		
4.	Hired applicant moved to the status of **Hired**. Applicants not hired moved to the status of **Not Hired** or Not Hired (Email).		
5.	Email notifications are sent via PeopleAdmin System by changing the applicant status to **Not Hired (Email).** Letters (templates in SAPPHIRE) sent by the department to all unsuccessful candidates who were interviewed and not interviewed.		
6.	Post Hire Details complete in PeopleAdmin.		
7.	Criminal History Background Check Complete.		
8.	Pre-Placement Physical complete (if applicable).		
9.	Driving Record Review complete (if applicable).		
10.	Requisition moved to the status of **Filled**.		
11.	PAF (accessed through SAPPHIRE), PDF, insurance enrollment form(s), direct deposit form, I-9, W-4 forms, copies of letter of offer, letter of acceptance and E-Verify Case Details Report forwarded to the Payroll Office.		
12.	Receive copy of New Hire letter from HR confirming position, starting date, salary.		
13.	Onboard your new hire: • Have your employee follow steps at https://hr.unl.edu/employee-onboarding-steps. • If they need a temporary parking permit, have them contact Parking and Transit Services at 402-472-1800 to request one prior to coming to campus. • Inform your employee of the New Employee Orientation. • Inform your employee of the schedule of benefits and enrollment deadlines.		
14.	Proper record retention policies reviewed and followed regarding the recruitment and hiring process.		