

## Managerial/Professional Hiring Checklist

	<b>Position:</b>		
	<b>Department:</b>		
Step	Actions Taken	☑	Date
1.	A current job description has been completed and approved by HR Compensation via the <a href="#">PeopleAdmin system</a> .	<input type="checkbox"/>	
2.	Requisition created and submitted to HR via <a href="#">PeopleAdmin System</a> .	<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 <a href="#">PeopleAdmin System</a> . A minimum of ten working days is required for posting all managerial/professional positions unless otherwise approved. Posting open date: Applicant review date:	<input type="checkbox"/>	
6.	The New Hire Packet has been received from the Employment Office.	<input type="checkbox"/>	
7.	For Senior Zone positions search/screening committee are required. The search/screening committee names must be entered on the on-line requisition. Notification e-mailed to EAD.	<input type="checkbox"/>	
8.	Search/screening committees are optional for all other positions. If using a search/screening committee, the names must be entered on the on-line requisition. Notification e-mailed to EAD.	<input type="checkbox"/>	
9.	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.	<input type="checkbox"/>	
10.	Guest User Account set up in PeopleAdmin and e-mailed to all search committee members.	<input type="checkbox"/>	
11.	Applicant materials reviewed. Short list selected and entered into the on-line requisition (Selected applicants' statuses changed to "Short List Candidate" in PeopleAdmin). Notification of short list selection e-mailed to EAD (link in PeopleAdmin) and completed applicant log form faxed to EAD (402-472-9440).	<input type="checkbox"/>	
12.	Search committee determined cut-off date. All applicants who applied after the cut-off date were moved to the status of "Not Considered".	<input type="checkbox"/>	
13.	Short List Candidates were moved to the appropriate status of "Interviewed" or "Declined Interview".	<input type="checkbox"/>	
14.	Former employees of UNL were verified by HR (402- 472-3101) to ensure their eligibility for rehire.	<input type="checkbox"/>	
15.	<a href="#">Reference check(s)</a> were conducted on top candidate.	<input type="checkbox"/>	
16.	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.	<input type="checkbox"/>	
17.	Verbal offer of employment made, <i>contingent</i> upon successful completion of a Criminal History Background Check. Also Pre-Placement Physical and/or Driving Record Review, if applicable.	<input type="checkbox"/>	
18.	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.	<input type="checkbox"/>	
19.	Requisition moved to the status of "Closed M/P" (Removes the posting from the web site listing of open positions.)	<input type="checkbox"/>	

20.	All not hired Applicants moved to the status of “Not Hired (M/P)” or “Not Hired (M/P-Email)”. Hired applicant moved to the status of “Hired (M/P)”.	<input type="checkbox"/>	
21.	E-Mail notification (completed via PeopleAdmin System by changing the applicant status to “Not Hired (M/P Email)”) or letters were sent by the department to all unsuccessful candidates who were interviewed. ( <a href="#">Interviewed Candidates</a> , <a href="#">Not Interviewed Candidates</a> )	<input type="checkbox"/>	
22.	Post Hire Details completed in PeopleAdmin.	<input type="checkbox"/>	
23.	Requisition moved to the status of “Filled (M/P)”.	<input type="checkbox"/>	
24.	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.	<input type="checkbox"/>	
25.	Received copy of New Hire letter from HR confirming position, starting date, salary.	<input type="checkbox"/>	
26.	Requested and received 30-day Temporary Parking Permit.	<input type="checkbox"/>	
27.	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.	<input type="checkbox"/>	
28.	Proper record retention policies have been reviewed and followed regarding the recruitment & hiring process. <a href="http://hr.unl.edu/policies/records">http://hr.unl.edu/policies/records</a>	<input type="checkbox"/>	