HR LIAISON CHECKLIST FOR EMPLOYMENT PROCESS

Beginning of the search:

☐ Ensure you are the OWNER of the status at "Submit to Liaison" prior to submitting to HR

☐ Review the posting request in its entirety prior to submitting to HR; you may print the posting to review by using the "printer-friendly version"

Reviewing the posting:

☐ Make all corrections; where possible, avoid abbreviations.

☐ If the position is in a job family, it is strongly recommended that you post a minimum of two levels; consider "working titles" if needed for recruitment - seek guidance from the Employment Specialist or Hiring Manager as needed.

☐ Verify the job classification code corresponds to the position in the budget and the budgeted salary is accurate; if a new position, indicate the minimum of the salary grade of the lowest level requested.

☐ Verify the FOAP is correct and that funds are available to support the position.

☐ Ensure that all information has been deleted in the job summary that does not belong in the final Position Announcement; you may modify the job summary to best describe the work to be performed.

☐ Minimum Qualifications should be stated in sentence form. The degree requirements, required experience and knowledge must reflect, at a minimum, the information found in the official Auburn University job description which can be accessed at:
www.auburn.edu/administration/human_resources/compensation/ccp/jd/jd-title.htm

☐ Desired Qualifications are strongly recommended and should be stated in sentence form. Consider a discussion with the hiring department for appropriate inclusion of desired qualifications. Desired qualifications are a great resource for evaluating your pool of candidates in a more effective manner.

☐ Verify the accuracy of the EEO Code. This information can be accessed by visiting
http://www.auburn.edu/administration/human_resources/compensation/jct_titl.htm. Refer to the listing provided by AA/EEO for EEO Codes that have an affirmative action goal – the Employment Specialist may also provide a copy of the current EEO goals list.

☐ Please note that all postings have a goal for women, minorities, veterans or individuals with disabilities.

☐ Search Committees: For any jobs in a grade 34 and up, ensure that a search committee has been established and the search committee member's names are listed in the Recruitment Plan (FORM A)

☐ Determine the appropriate recruitment outlets by reviewing the staff recruitment plan and accurately reflect the outlets. Additional recruitment sources (list-serves, professional organizations,

niche websites, etc.) are strongly encouraged to assist with outreach to qualified individuals to result in a qualified pool of applicants for review.

☐ Change the status to "Submit to HR" when you are ready to proceed.

During the Recruitment Phase:

☐ Arrange a meeting with your search committee and Hiring Manager and conduct (or ensure that) training and discussion occurs following Auburn University policies, procedures and non-discriminatory laws. Training/discussion should include the following:

- Best practices in search procedures
- Best practices in evaluation of candidate pool (evaluation tool and method)
- Best practices in interviewing candidates (agendas, accommodations, questions)
- Planning of a timeline of the selection (ideally a search should be filled within 3 months)
- Proper and timely communication with candidates

During the evaluation of applications:

☐ Stay in contact with the Hiring Department to ensure the following:

- Avoiding delays in the process
- Addressing issues that may arise
- Communicating to the hiring manager to expedite the justification of any candidates that WILL NOT be INTERVIEWED by completing the reasons for non-selection (FORM B)

☐ Notify the Employment Specialist of the planned interview candidates and the timeframe

Conclusion of the search:

☐ Notify the Employment Specialist of the selected candidate. The Employment Specialist will communicate with the selected candidate of the procedures for initiating a background check.

☐ The Employment Specialist will notify the HR Liaison (cc: Hiring Manager and Supervisor) of the decision needed for level of hire and assessment of the candidate's experience and education.

☐ The HR Liaison will discuss with the hiring supervisor and Hiring Manager of the level and assessment decision.

☐ The HR Liaison will send an email communication to the Employment Specialist of the decision of level and assessment.

☐ The Employment Specialist will begin the process of determining a salary referral using the appropriate university guidelines and practices and will communicate to the HR Liaison of the maximum salary recommendation.

☐ The HR Liaison will communicate to the Employment Specialist the final salary as agreed upon by you, hiring supervisor and other authority. The Employment Specialist will communicate to you when the background check is completed.

☐ Communicate to the Hiring Manager to complete the justification of all candidates in the pool and to change the status of the posting to "Form B Complete".

☐ Click on the "Reports" link in the navigational bar on the left of the screen. You may search by position number, requisition number, or job title. Check FORM B COMPLETE in the Posting Status list and click on "Search".

☐ Click the "Get Reports List" under the job title, then select "Form B for Hiring Manages" and generate the report.

☐ The Employment Specialist will complete the section for the identification of the selected candidate and final salary. Ensure that the Finalist Candidate is indicated in the TOP section of the report. If the information has not been entered, verify that all information has been finalized on the candidate with the Employment Specialist. *The top section should be completed BEFORE changing the posting status to "FORM B COMPLETE" by the Hiring Manager.

☐ Review the reasons for non-selection and the summary of the selected candidate. Ensure that all reasons and documentation provided are non-discriminatory and are job related reasons. If edits are necessary of the justification provided, seek guidance from the Employment Specialist. Edits that are needed for applicants that were not interviewed, click on the Inactive Applicants box to make the edits.

☐ When all information is satisfactory, click on "View Open" in the Job Postings section of the navigational bar and change the status of the posting to "FORM B REVIEWED" when you are ready to proceed.

☐ The Employment Specialist will communicate when an offer can be extended to the candidate of choice. A template offer letter will be provided to you by the Employment Specialist for use in extending an offer to the candidate by the hiring department/supervisor.

☐ Upon acceptance of the offer by the candidate, a copy of the signed offer letter should be submitted to the Employment Specialist along with other pertinent information as requested.

☐ Ensure communication is made with the candidates, at a minimum, that were interviewed and not selected for the position.

☐ The Final Candidate will receive a notification of a date of scheduled new employee orientation.

New Hire candidate:

☐ Ensure completion of the new hire paperwork by the hiring department:

- Completion of I-9, section 1 by the employee no later than the first day of employment
- Completion of the I-9, section 2 by the employer no later than the third day of employment
- Completion of all tax forms
- Completion of Personal Data Form
- Completion of International paperwork, as applicable

☐ Provide completed new hire paperwork to Human Resources no later than the third day of employment

Processes may vary by college or administrative unit; please provide training to your hiring managers in the department to ensure that the hiring process is conducted smoothly and timely.

Human Resources Liaison will conduct and/or ensure training of search committees, supervisors and hiring managers in their respective departments/units.

The hiring of foreign nationals will add additional steps in the hiring processes. Be aware of foreign national selected candidates to ensure policies & procedures are incorporated into process.