

MANAGER'S NEW HIRE CHECKLIST

Your finalist has been approved by Carol Cantrell, Senior Vice President for Human Resources and Labor Relations. You may now proceed with a verbal offer. *Please verify with your division's budget office and the central budget department if the starting salary exceeds the previously approved range.* Once your finalist has accepted your verbal offer, please proceed with the directions below according to the position type of your new employee (**Faculty, Administrative, Union**):

Please note if your finalist requires a background check, it is important to make the offer contingent upon a successful background check.

1. FOR FACULTY POSITIONS:

- a. Dean has informal conversation with the selected finalist regarding terms.
 - Note: this is NOT a formal offer.
- b. Dean's office sends completed appointment dossier including draft offer letter to Office of the Provost for review.
- c. Once the Provost has approved the finalist and the draft offer letter, the dean's office sends the offer letter.
- d. As soon as the finalist has accepted, the dean's office sends a copy of the signed offer letter to the Office of the Provost.
- e. The Provost will bring a docket to the Executive Committee of the Board of Trustees for final approval of the finalist.
 - Note: faculty appointments are contingent upon receiving Board approval.
- f. The Dean's office must notify candidates who were not selected.
- g. The Dean's office will complete the New Hire tab.

2. FOR BOTH ADMINISTRATIVE AND UNION POSITIONS:

- a. Once the verbal offer has been made and the finalist has accepted, the Hiring Manager (HM) will complete the New Hire tab. This will trigger an email to HR Staffing Services, HRIS, Benefits and Central Budget to review the inputted new hire information.
- b. HR Staffing Services will prepare an offer letter and new hire packet from information entered in this tab. Should your new hire require a background check, a Fortress Global background investigation form will be included in the new hire packet along with instructions on completing the form.
- c. HR Data Services sends an email to new employee to schedule time to complete the new hire paperwork. New hire forms are included in the email.
- d. If the HM managed the search, the HM must notify candidates who were not selected. If the search was managed by HR Staffing Services, they will notify those candidates who were not selected.
- e. When the new employee meets with HR Data Services and new hire forms are completed, HR Data Services will send the HM an email with the new employee's Banner number.
- f. When the HM receives the new employee's Banner Number:
 - i. HM will send an email to IT HelpDesk and Telephone Services to set up new GroupWise and phone accounts and access.
 - ii. If applicable for the new employee's location, HM will contact the Security Department to obtain an access key card.
- g. The Benefits Department will contact the new employee to schedule a Benefits Orientation Meeting. **For Union Positions only:** A representative of the Union will contact the new employee to schedule the Union benefits orientation meeting.