

Hiring Checklist - AFSCME, Civil Service, P&A

Requisition Process

1. Department to complete:
 - Staffing Request Form*
 - Supplement Form*
 - Job Description (must be in Word)
2. Obtain Director approval and signature on:
 - Staffing Request Form*
3. **IF** there are changes to job code or FTE, or if it is a new or unbudgeted, or a temporary no post position, or if the position reports to the Director, then obtain LAS approval on:
 - Staffing Request Form*
4. After approval(s), department to:
 - Forward the 3 forms to Auxpay@umn.edu. Job description must be in Word.
5. Aux Payroll will post the job and notify the department when posted. AuxPay will give view access of the posting to individuals identified on the *Supplement Form*.
6. **a. Civil Service and Labor Represented positions:** Job posting must remain active for at least 7 days. Central HR screens candidates. Only candidates “routed” may be considered for hire. “Rejected” candidates **must** be eliminated from consideration.
b. P&A positions: Posting must remain active until 3 to 5 well-qualified candidates apply. Search Committee Chair or supervisor screens applicants for minimum qualifications. All candidates will appear with an “Applied” status.

Selection Process

1. For Civil Service positions, consult with USHR to determine level of participation on interviews/search committee. Note: Search committees are required for all supervisory Civil Service positions.
2. Conduct interviews. Identify successful candidate. If candidate is a current U employee, call USHR for HR check.
3. Send search committee/interview file to USHR once complete.

Hiring Process

AFSCME, Civil Service, and P&A Positions:

1. Determine Salary:
 - Email AuxPay [Lead](#) to verify/determine salary rate. Include name of candidate and info on if they are a current departmental or U employee. Wait for response.
 - Complete entire *Salary Approval Request Form*. **IF hiring at minimum (AFSCME/CS only):** Director to email Form with a sentence or two of explanation to LAS as FYI. **IF not hiring at minimum (AFSCME/CS) AND all P&A:** Director to email Form and candidate resume to LAS for approval.
2. Offer Letter:
 - Create Offer Letter draft using Offer Letter template from OHR website
 - Email offer letter to Coy Hillstead (U Services HR) for review

3. Make Offer:

IF not hiring at minimum, wait for approval on salary from LAS prior to making offer.

- Verbally offer position to candidate. (If offering position in person, you may wish to wait on offer letter approval to do both the verbal offer and offer letter at the same time.) Inform candidate that they will receive background check information by email.
- After receiving Offer Letter approval, provide Offer Letter to candidate for signature.

4. Complete Hire:

- Once candidate verbally accepts the position, send *Salary Approval Request Form* to Auxpay, which will initiate background check, if it's necessary. If candidate does not need background check, AuxPay will notify Dept. AuxPay will notify the dept. when the background check results are received. **Candidate must pass background check prior to first day of work.**
- After signed Offer Letter is received from candidate, email to Auxpay@umn.edu.
- If P&A, obtain copy of diploma, email to Auxpay@umn.edu.
- Inform external candidates and candidates transferring from departments outside of Auxiliary Services that they will need to arrange a time with Aux Payroll **prior to their start date** to complete their hire paperwork at PSB.

5. Onboard:

- Follow departmental onboarding process on candidate's first day