

Hiring Checklist - Teamster

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 position 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. 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.

Selection Process

1. AuxPay or Central OHR will notify Supervisor of seniority hire list, if any. If there is a seniority list, go to step 2. If no seniority list exists, skip to step 5.
2. The department may conduct an informational interview, but Supervisor must offer the position to candidates in order of seniority. If nobody from the list accepts the position, skip to step 5.
3. If someone from the seniority list accepts the position, Supervisor should discuss start date with them and inform them that they will receive background check information. Note: For internal transfers, the start date should always be the first Monday of a new pay period. Pay may not be discussed with the candidate until "Hiring Process" steps 1 and 2 are completed.
4. SKIP TO "HIRING PROCESS" SECTION.
5. Conduct interviews. Identify successful candidate. If the selected candidate is a current U employee, call USHR for an HR check.
Reminder: Only candidates who were "routed" by central may be interviewed.

Hiring Process

1. Determine Salary. *Note: Teamster hires that are not an internal transfer must be hired at the minimum rate.*
 - For all hires, 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 **only Section 1** of *Salary Approval Request Form*. Review/discuss hire with Director.
2. Offer Letter:
 - Create Offer Letter draft using Offer Letter template from OHR website. Indicate that the salary has been reviewed or is at the minimum.

- Email offer letter to Coy Hillstead (U Services HR) for review. Only move on to next step after approval has been received.
- 3. Make Offer:
 - 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.**
 - Send offer letter to candidate. **Signed offer letter must be received from the candidate and emailed to AuxPay@umn.edu prior to the first day of work.**
 - 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.
- 4. Onboard:
 - Follow departmental onboarding process on candidate's first day

Note: Aux Payroll will ensure the job posting remains available through the 10 day trial period specified in the Teamster union contract. If the selected candidate returns to their prior position during the 10 day period, Supervisor will go back in the selection process to the next person on the seniority list and begin following the checklist steps from that point forward.