Part-Time Employee

Hiring Checklist

# Creating the Position

Identify a staffing need – discuss this need with your supervisor

Come up with an outline of the duties that will address the staffing need.

Plan a meeting with the human resources office. Together we will build a position description and start to assess the classification of the position.

Review the position description with your supervisor. If you both agree that the position will address the staffing need and will fit in the departmental budget, begin the requisition process.

# Requisitioning the position

Once the position description has been finalized, work with the HR office to create the position requisition.

Obtain all necessary signatures on the requisition.

Return the requisition to the human resources office to begin the recruitment process.

# Recruiting for the Position

The Human Resources Office will post the position according the specifications on the requisition.

All applications will come directly to your inbox. It will be your responsibility to organize interviews and notify individuals that will not be considered for the position.

Interview candidates.

Select the candidate(s) that you wish to hire.

Complete the candidate selection form to begin the hiring process.

# hIRING AND ONBOARDING THE CANDIDATE

The human resources office will hire the selected candidate as expeditiously as possible.

When the candidate is hired, you will receive a ‘good-to-go’ message. This is your queue that the candidate may begin work.

It will be your responsibility to schedule, train and orient the candidate once the ‘good-to-go’ message is received.