

Michigan Tech Staff Employment Process Checklist

(You can also refer to the [Hiring](#) Guide or contact Human Resources at any time.)

This document is available at

<http://www.admin.mtu.edu/hro/forms/MTUStaffEmploymentProcessChecklist3-30-06.pdf>

Posting Process

1. Complete Position Approval Form (blue memo – print on blue paper)

Available at <http://www.admin.mtu.edu/hro/forms/posauthformjuly07.pdf>

Obtain appropriate signatures.

Forward completed form to Human Resources.

2. Develop job description

Department needs to determine:

- Essential duties and responsibilities

Human Resources will determine:

- Appropriate classification level
- Education and/or Experience (required and desirable)
- Other Skills and Abilities (required and desirable)

3. Develop job posting/Determine advertising needs

Determine what applicants need to include with their application (resume, cover letter, reference contact information, etc.) – application available at

<http://www.admin.mtu.edu/hro/forms/applicregmay05.pdf>

Complete job description will be posted on Human Resource web site (available at

<http://www.admin.mtu.edu/hro/postings/index.shtml>)

Job will be posted in *Tech Today*

ALL external advertisements must be approved by both Human Resources and Affirmative Action Office. (See NOTE below.) Resources are available at

<http://www.admin.mtu.edu/aao/adv.htm#advertising>)

To encourage a diverse pool of applicants, consider an alternative to the traditional AA/EEO statement. Examples can be found at <http://www.admin.mtu.edu/aao/adv.htm#writing>

NOTE: (1) If advertising externally where payment is required, **complete Purchase Requisition** and send to Purchasing with copy of the advertisement prior to running the ad. (2) If advertising on a free web site or email group where there is not charge, submit ad copy to Human Resources for approval prior to running the advertisement.

Screening of Application Materials/Interview Process

4. Form diverse search committee (if appropriate)

Resources available at <http://www.admin.mtu.edu/hro/forms/interviewcommitteeinfo.pdf>

5. Develop interview questions and submit to Human Resources. Interview questions (whether for phone or in-person interviews) MUST be reviewed by Human Resources prior to the interview.

Guide to Conducting Interviews (available at

<http://www.admin.mtu.edu/hro/forms/guidetoconductinginterviews1-2005.pdf>)

What You Can and Can't Ask (available at

<http://www.admin.mtu.edu/hro/forms/whatyoucanandcantasklongversion8-12-04.pdf>)

6. Develop criteria for moving candidates through the process (required and, if applicable, desirable) based on duties and position requirements from the job description.

Remember that you will need to document any decisions made about candidates, either from further examination of applications, resumes, or cover letters or interviews (phone or in-person). Additional information is available at

<http://www.admin.mtu.edu/hro/forms/developingselectioncriteria.pdf>

Employment Process Checklist (continued)

7. **Human Resources forwards applications**

Human Resources will forward all applications to the department.

8. **Determine candidates to move forward in process**

Department needs to notify Human Resources which applicants will be interviewed prior to interviews taking place. Continue documentation of any interactions the committee and/or department has with candidates that will be used in the decision-making process.

9. **AA checkpoint**

AA may contact department to discuss/review interview list

10. **Department conducts interviews using questions approved by Human Resources**

11. **Reference checks**

- Human Resources conducts reference checks at department's request **OR**
- Department conducts reference checks using questions reviewed by Human Resources (contact HR for additional information). Additional information is available at <http://www.admin.mtu.edu/hro/forms/checkingreferences.pdf>

Selection/Making the Offer/Completion of Hiring Process

12. **Candidate selection**

- Following selection of a preferred candidate, department sends completed **Staff Hiring Activity Record** (<http://www.admin.mtu.edu/aao/aapro.htm#SHAR>) to Affirmative Action Office
- Applicant Flow Log** (resources at <http://www.admin.mtu.edu/aao/aapro.htm#AFL>)
 - Hiring department completes for *non-exempt or exempt positions* for all applicants.
 - Human Resources completes for *non-exempt positions* when the Human Resource Office provides the department with screening service and sets up the interviews and for *exempt positions* when the Human Resource Office provides the department with screening service and sets up the interviews and is informed of all applicants that applied directly through the department.

13. **Affirmative Action Office reviews hiring documentation**

14. **Human Resources reviews hiring documentation**

15. **Department is notified of approvals or, AAO or HR may request additional information**

16. **Offer made to preferred candidate**

- Exempt positions – department makes verbal offer. Department needs to confirm details of the offer (salary, shift, start dates, probation, etc.) and provide information to Human Resources. Human Resources sends letter of tender.
- Non-exempt positions – Human Resources makes offer for union positions; for non-represented positions, department makes the offer

NOTE: If selected candidate declines the offer, department must notify Human Resources to determine next steps.

17. **Legal paperwork**

- ♦ New employee reports to Human Resources on or before their first scheduled day of work to complete paper work.
- ♦ Documentation needed – picture ID and Social Security Card; work authorization (if applicable).
- ♦ Benefit orientation will be scheduled at this time (if applicable).

Who's Responsible for What in the Staff Hiring Process

Step in process/<i>Document required to complete step</i>	Department responsible	Department works with/seek approval from Human Resources	Human Resources responsible	Affirmative Programs responsible
1. Complete Position Approval Form/ <i>blue memo</i>	XXX			
2. Develop job description/ <i>completed job description</i>	XXX working with Human Resources	XXX (contact)		
3. Develop job posting/determine appropriate advertising for position/ <i>approved advertisement</i>	XXX working with Human Resources (HR <u>must</u> approve <u>all</u> advertisements)	XXX (work with/seek approval)		
4. Form diverse search committee (if appropriate)	XXX			
5. Develop interview questions/ <i>interview questions</i>	XXX working with Human Resources	XXX (work with)		
6. Develop criteria for moving candidates through the selection process/ <i>selection criteria</i>	XXX – send selection criteria to HR	XXX (work with)		
7. HR forwards applications to department			XXX	
8. Determine candidates to move forward in process	XXX – notify HR which applicants are being interviewed	XXX (contact)		
9. AA checkpoint				XXX – AA may contact department to discuss/review interview list
10. Conduct interviews using HR approved questions	XXX			
11. Reference checks	XXX – HR must approve questions if reference checks are to be conducted by the department OR →		XXX – Human Resources conducts reference checks	
12. Candidate selection/ <i>(1) Completed Staff Hiring Activity Record (SHAR)</i> <i>(2) Completed Applicant Flow Log (AFL)</i> <i>(3) Reference check information</i>	XXX – Department selects preferred candidate and submits completed SHAR to Affirmative Programs Hiring department completes AFL for positions when HR sends all applications to department		XXX – HR completes AFL when HR screens (union positions only)	
13. Affirmative Action reviews hiring documentation				XXX
14. Human Resources reviews hiring documentation			XXX	
15. Department is notified of approvals or, AAO/HR may request additional information			XXX	
16. Offer made to preferred candidate * Exempt position – HR sends letter of tender after department makes offer after receiving authorization from HR * Non-exempt position – HR makes the offer for	XXX –Exempt positions – Department is authorized by Human Resources to make offer. Details of offer (starting date, salary, etc.) must be confirmed and provided to Human Resources.		XXX - Non-exempt positions – Human Resources makes offer (non-represented)	
17. Legal paperwork to be completed by new employee in Human Resources				