

# Hiring Agent Checklist

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## Preparing for the Search

- Review the position description
  - Give special attention to the summary of duties, minimum qualifications, and knowledge, skills and abilities which you will use to fill out the job requisition. Make sure that it is clear and interesting from an applicant's perspective.
  - The Knowledge, Skills and Abilities will be used to score the applications. Make sure they accurately reflect the qualifications an applicant will need to succeed at the essential functions of the job. The search committee will use these to rate the applicants.
  - If a new position description needs to be written use the template in the HR forms section of UVLink, or the HR website and contact HR Compensation/ Classification team for assistance.
  
- Assign a search committee
  - A Committee needs to have at least three members and a trained AA/EEO representative.
  - AA/EEO representatives are trained monthly in HR. You can also request a list of trained representatives from HR.
  - Committee's be as diverse as possible.
  - Choose a search chair (different from the AA/EEO representative) that is a Full-Time employee.
  - Attend Safe Hire Training and ensure that the Search Chair and all Search Committee members have attended a Safe Hire Training in Human Resources.
  
- Submit a requisition on the applicant tracking system (PeopleAdmin)
  - Login to [www.uvu.jobs/hr](http://www.uvu.jobs/hr) or create a user account. (Tip: Save this site in your internet favorites so you can easily find it again.)
  - Create a requisition from scratch, a template or a previous requisition. Use information from the approved position description as a resource. See the user manual (on the HR website).
  - Submit to HR for review
    - Part-time staff requisitions will be reviewed by HR before posting.
    - Full-time staff requisitions will be reviewed by Budget before posting.
    - Full-time faculty requisitions will be reviewed by Budget and Academic Affairs before posting.
  
- Instruct the search committee
  - Describe the position duties and expectations of the search committee. Describe important attributes of a successful applicant.
  - Discuss the committee's expectations for how many finalists they would like to review.
  - Require search committee EEO training offered by HR.
  - Review/discuss the search committee interview questions.

## During the Search

- Interview final candidates.
  - Use prepared interview questions with each candidate.
- Check references

## After the Search

- Request a salary recommendation from the HR Employment area.
- Make a contingent offer to the final candidate (see *Presenting a Job Offer - for Hiring Managers tip-sheet*).
- Notify HR Employment area when the offer has been accepted and schedule the new full-time employee for Orientation, if applicable.
- Submit ePAF (see the ePAF tip sheets on the HR website under Training & Development)
- Send the new employee to HR or to New Hire Express to complete new hire paperwork and background check.
  - New employee should bring social security card for tax purposes, voided check for direct deposit, and documents that establish identity and eligibility to work in the US for completing the I-9 form.
  - Give List of Acceptable Documents for Verification of Eligibility I-9 Form that will be included in the Staff Hiring Checklist that is emailed to the Committee Chair. Do not specify which documents the new employee must bring.
  - According to the Department of Homeland Security the I-9 form must be filled out before the employee begins working.
- New employee begins work.
  - Work through New Employee Checklist with new employee.