

Recruitment Checklist Administrators & Staff

Before Offer is Extended

- Request for Offer (RFO) within OJS has been completed and approved by all required levels including Human Resources – Employment

Remember:

- Only the assigned Requestor for the department will be able to initiate the RFO
- Any salary exceptions exceeding \$500 will require the additional approval of Compensation

- For security sensitive positions (MAPP 02.03.05), the Authorization to Conduct a Criminal History Record Investigation form (CHRI) has been completed by candidate, submitted to HR, and results received via email

After Candidate Accepts Offer

- 2 copies of original offer letter are made (one for HR and one for departmental files)
- Register new hire for orientation through Registration Orientation and Review (ROAR) website. Inform new employee what paperwork is required, to be completed prior to attending ROAR, and that they will need to bring employment eligibility documentation
- Complete PAR and submit to HRIM by the first day of employment (preferably 5 days before first day)
- Set up access to departmental computer systems and email accounts
- Set up voicemail, provide keys, and order business cards (*if applicable*)

Candidate's First Day in Department

- Ask employee about ROAR – do they have any questions?
- Review position description and responsibilities.
- Establish lunch and work hours (*if applicable*).
- Review conduct and appearance expectations.
- Inform employee about PCD program and which option(s) will be used.
- Provide keys and business cards (*if applicable*).
- Guided tour of department to include: location of office supplies, break room, etc.
- Introduce department personnel
- Inform to whom they can direct any questions they may have (mentor)
- Optional:* Have lunch with new employee on first day of position to help feel welcomed



PAWS
Pause and Work
Smart