Human Resources Recruitment, Hiring and On-boarding Changes

*Please share the following updated HR information with any employee tasked with responsibility for hiring, processing or on boarding new or returning employees. These changes go into effect beginning **July 1, 2010**. We realize that this may require some adjustments in your work flow process and we appreciate your assistance. In order to ensure compliance with the recruitment and processes, appropriate hiring documentation and quick efficient on boarding these changes are necessary and required.

Recruitment and Hiring Process

Interview documents must be submitted under the 'job compliance folder' tab in OJS (online job system) simultaneously with the request for offer (RFO). Interview documentation submittal is to ensure that a compliant recruiting and hiring process was followed.

Online Job System compliant process:

- Benefit eligible positions must post a minimum of five days.

- Multiple applicants should be interviewed for open staff positions posted on UH online job system (OJS).

- All applicants must be asked the same questions and all responses should be documented.

- An evaluation (scoring/metrics) form should be used for each applicant, and the results should support the selected candidate.

- The selected candidate references should be contacted and their responses documented.

- If the position is security sensitive, a criminal history records investigation (CHRI) will need to be completed before an official job offer is made.

- Human Resources must approve the request for offer (RFO) via OJS before an official job offer is made.

- #Compliance checklist form and interview documentation must be submitted under the job compliance folder tab (JCF) in OJS simultaneously with the RFO.

*Per CBA's concerns and suggestions, Human Resources will give time for colleges/divisions to be trained on the hiring compliance process before requiring interview documentation to be submitted with the RFO. Please contact your HR generalist to schedule a departmental training or you may visit the HR training calendar for monthly scheduled classes: http://www.uh.edu/hr/training/CourseDescription/Interviewing_hiring_process.htm

#Effective July 1, 2010 all RFO's will require a completed compliance checklist form listing the interviewers and candidates interviewed information only. I will update the form in OJS to reflect that only this information is currently needed.

If further clarification is needed or you have any questions/concerns please do not hesitate to contact me:
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Approved Offer Letters

In an effort to standardize communication and compliance with notification of new employees, HR has placed approved offer letter templates on the HR website under forms in the New Hire Package. These letters have been designed to allow placement on letterhead and to type in only specific elements of the offer (name, date, title, salary). Any additional changes, additions, or deletions must be preapproved by Sandy Coltharp at scoltharp@uh.edu prior to distribution. All other letters that were previously on the HR site or used by your department or division must be discarded. Your cooperation and assistance with this change will help protect you, your department and the University from any liability from missing, inaccurate or inappropriate information provided to new employees.

New Hire Orientation (NHO) Registration

The Human Resources team continually strives to improve the preparation of employees for work at the University through resources provided and access to needed services. Ideally we want each employee to walk away from NHO with information about the resources, policies and services at the university, personal information about their benefit options, and access to begin work. Certainly, we can assure that the first two happen when they attend NHO. But the only way we can ensure that access to begin work (Cougarnet ID, parking, and Employee ID) can happen on the employee's first day of employment is with your assistance. The following requirements will help us provide better service to new employees, be better stewards of our resources (time and money) by ensuring new employees have access to the tools they need to be trained or to do their job immediately, and ultimately to help the department function better by on boarding new employees more efficiently.

 The following are requirements for new employees to be registered for NHO starting July 1, 2010.

- By 12 noon on the Thursday prior to the NHO, the new employee **must** have an approved ePar for their NHO registration to be confirmed. NO WALK INS WILL BE ALLOWED
- Departmental hiring managers must submit the ePar and RFO at least 5 business days prior to the employee's first day of employment to ensure that the ePar will be approved in time to confirm registration
- In order to have an approved ePar, new employees **must** come to the HR Service Center (room 325 McElhinney) at least 5 business days prior to their first day of employment to complete their I-9 and Direct Deposit (we suggest that hiring managers give new employees this information so they can bring appropriate documents when signing their offer letter)
- By committing to having all the documentation done within this required timeframe, the ePar can be approved by the deadline and employees can be registered for NHO on their first day of employment
- **NOTE:** Regardless of NHO registration, new employees must have completed their I-9 and signed up for Direct Deposit prior to the first day of employment to be in compliance with university policy and federal regulations

Help show new employees that the University is a great place to work and that we are prepared to utilize their talent from the first day they start at the University.

Please contact Sandy Coltharp at scoltharp@uh.edu with any questions or concerns.