THE MANAGER'S CHECKLIST FOR HIRING A NEW EMPLOYEE

This is the process typically used when hiring a Louisiana State University employee. Some additions or exclusions may apply in certain circumstances.

1. FIRST STEPS

- ☐ Analyze and discuss needs for the position being mindful of any new software or duties.
- ☐ Update the job description.

2. ADVERTISING

- ☐ Begin creating your ad and consider advertising options to recruit your best pool of applicants.
- ☐ Include standard advertising requirements
- ☐ Approve the advertising periodicals and job boards selected.
- ☐ Determine whether a search committee should be utilized.
- ☐ Appoint the search committee (if necessary) and develop its charge.

3. REVIEW OF APPLICATIONS

- ☐ Ensure the applicants meet minimum qualifications prior to the interview.
- ☐ In Workday, elect the candidates you would like to move forward for an interview.

4. INTERVIEWING CANDIDATES

- ☐ Formulate behavioral based interview questions. The HRM interview question bank is a useful resource for this task.
- ☐ Schedule the first-round telephone, video conference or campus interviews with the candidates.
- ☐ Conduct the first-round interviews. Be consistent in asking all the candidates the same interview questions.
- ☐ If necessary, schedule and conduct the second round, on-campus interviews. Again, be consistent in asking all the candidates the same interview questions.

5. SELECT A CANDIDATE

- ☐ Conduct reference checks for the top candidates, and instruct the HR analyst to conduct a social media check (if applicable).

- ☐ Based on the information gathered in the recruiting process, identify your finalist(s).
- ☐ If multiple finalists are identified, select the best or value-added candidate.

6. OFFER THE POSITION

- ☐ Draft the offer letter and send it to HRM for review.
- ☐ Relocation packages may be offered depending on the budget of the hiring department.
- ☐ After the offer letter is approved by HRM, contact the selected candidate and offer terms contingent upon a successful background check and administrative approvals.
- ☐ Upon acceptance, HRM will begin the background check.
- ☐ Agree on the start date for the candidate keeping in mind time-sensitive factors including academic dates, standardized hire dates, background check processing time, and time to receive official transcripts.

7. FILL THE POSITION

- ☐ Notify and decline other applicants via phone or through email. Workday automatically sends emails to the candidate if they are dispositioned by the manager
- ☐ Once the background check results and transcripts are received, the HR analyst will begin the hire process in Workday.

8. ORIENTATION

- ☐ It is recommended that the new employee attend orientation.
- ☐ The new employee must complete the new hire documents online, in Workday.