Hiring Checklist for New Staff for Academic Departments (Updated 10/19/2023)

Please check the circle when an item is completed or put an N/A beside it if it is not applicable.

Name of Applicant_____

College_____Department_____

Position _____

SECTION ONE

○ The chair or hiring manager must obtain references and contact each one. Call the references. Either keep notes of the phone call or request they send a letter of recommendation. **Reference letters or call notes must be included in the file. ORU employees providing references must submit a reference letter.**

○ Is this person being hired for Full Time_____ Part Time _____or TEMP _____ position?

○ Is the person being hired already a staff member? YES_____ NO_____

   ☐ If yes, what department & position?

   _____

   ☐ If yes, have they informed their supervisor that they are pursuing this position? YES_____ NO_____

○ Create a file using a manila file with a white file label. Last name, first name. Font Arial 14 **BOLD.** Name at the left edge and the top of the file label. **DO NOT USE STAPLES. ALL ITEMS SHOULD BE PRINTED SINGLE-SIDED, including the IT form.** When the checklist and file are **complete,** submit the file to the Dean's Assistant.

   Items should be in the order listed below.

○ A marked copy of the Hiring Checklist for New Staff for Academic Departments.

○ Completed Employee Requisition

○ Application

○ Resume

○ References

○ Job Description

○ Does this person hold a degree? YES_____ NO_____ If yes, list degrees? _____

○ If this person holds a degree, include Unofficial Transcripts (For every college and university listed under the education section of the applicant's Resume and Application.)

NOTE: Please highlight in yellow on the unofficial transcript where it states the degree was awarded or conferred and the date.

NOTE: No keys or accesses are to be started in process until the department has been informed that they are clear to start work

○ **File Preparation for Provost's Office:**

- File Front – Completed Employee Requisition

- File inside left – Hiring Checklist

- File inside right – All other forms in the order listed on the checklist.

Signatures of the Chair and the Dean indicate recommendation for hire:

<u>**SIGNATURES**</u>

1. **Chair approval – Signature and date**

_____

2. **Dean's final approval – Signature and date**

_____

○ If the dean approves, the file is taken to the provost's office. Someone from that office will interview the candidate.

3. **Academic Staff Hiring Representative (Provost's Office) – Signature and date.**

_____

SECTION TWO (To be completed **after** the applicant is approved for hire**)**

○ The provost's office will contact the department to let them know whether they approve of the applicant.

○ The file will be returned to the department. If approved, at this point, the department will email a request to HR for them to send the applicant an offer letter. The I.T. access form should be sent along with this request. If the person already has a Z number, include that in the designated area on the bottom left of page two. Also put a note at the top of page one stating they already have a Z number.

○ Once the offer letter is signed and applicant is fully approved, Provost's office will email registrar, dean's assistant, and dean/chair informing them that the candidate is clear to work. At this time, key and access requests may be started in process.