

Hiring Checklist for Secretarial/Clerical Positions (Detailed)

Posting Process

- Review Job Description and make any necessary updates/changes. If significant changes are made to the duties and responsibilities of the position and/or position requirements, the job description must be evaluated to determine appropriate Grade Level.
- Complete and submit the Authorization to Begin Recruitment via www.jobs.svsu.edu and round electronically for appropriate approvals.
- All positions will be posted on the ECS website and will be open only to support staff members for 5 working days.**

Screening/Interviewing Process

- Receive application materials from ECS. If there are no internal candidates, the position will be advertised externally and will be open to external candidates.
- Complete Applicant Screening Sheet for each internal candidate, indicating whether the candidate meets/does not meet the position requirements and any comments.
 - *Per Article 18.500 of the Support Staff contract: Employees of the secretarial clerical division, the supervisor will make a selection of the applicant that you feel is best qualified. Best-qualified person shall be based upon consideration of such factors as a candidates length of service, previous work history, (attendance, discipline, and work performance), interpersonal skills and other factors.*
- Interview Candidates. Ask job-related questions only. **A minimum of the top three internal candidates must be granted an interview. External candidates will not be considered until all members of the bargaining unit that applied have been interviewed and considered by the employing supervisor (as per Article 18.400 of the support staff contract).**
 - Each interviewer must complete and sign a Candidate Evaluation form for each candidate interviewed. This should reflect each interviewer's personal opinion.
 - After committee has come to agreement on the chosen candidate, the hiring manager must complete an **Interview Summary Form**, indicating: names and titles of all individuals that were part of the interviewing

process; names of all candidates interviewed; type of interview(s) conducted; reason for choosing selected candidate.

Offer/Completion of Hiring Process

- Verbal offer to selected candidate.
 - **For External Hires:**
 - The verbal offer is to be contingent upon completion of a background check if you are hiring a non-SVSU employee.
 - Candidate must complete and sign the Pre-Employment Certification/Release available on the ECS website: www.svsu.edu/ecs/forms and fax to ECS at 989-964-7066. Average turnaround time is 5 days.
- Complete HR Action form for the selected candidate including start date and salary. **This form initiates payroll for the chosen candidate.**
- Appointment Letter – ECS will prepare appointment letter for appropriate vice president’s signature and approval.
- Return the following documents/completed forms to Employment & Compensation Services:
 - **All remaining resume folders including the folder for the chosen candidate. For positions that are filled internally, it is strongly recommended that departments contact applicants directly. For positions that are filled externally, candidates, except for the person hired, will automatically be sent “Position Filled” letters unless otherwise noted by department.**
 - **Applicant Screening Forms for each applicant**
 - **Candidate Evaluation Forms**
 - **Interview Summary Sheet**
 - **HR Action Form for selected candidate**
- Have new employee make appointment with ECS at 964-7100 to discuss and enroll in benefits (if applicable) and to complete I-9 and tax forms.