

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 a signed Authorization to Begin Recruitment Form to Employment & Compensation Services (ECS), Wickes 373.
- ▶ All positions will be posted on the ECS website and will be open only to support staff members for five working days.

Screening/Interviewing Process:

- ▶ Receive application materials from ECS. If there are no internal candidates, the position will be advertised and open to external candidates.
- ▶ Complete Applicant Screening Sheet for each internal candidate, indicating whether the candidate meets or does not meet the position requirements and any comments.
 - Per Article 18.500 of the Support Staff Association contract, “For employees of the Secretarial/Clerical Division, the supervisor will make a selection of the applicant which she/he believes to be the best qualified. The selection of the best qualified person shall be based upon consideration of such factors as a candidate’s length of employment at the University, previous work history (including records of attendance, discipline, and work performance), interpersonal skills and other skills measuring these factors against the particular requirements set by the hiring department and the University for the job involved.”
- ▶ 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 who bid during the posting period have been interviewed by the employing supervisor .” (As per Article 18.400 of the Support Staff Association contract.)
 - Each interviewer must complete and sign a Candidate Evaluation Form for each candidate interviewed. This should reflect each interviewer’s personal opinion.
 - After the committee has come to an agreement on the chosen candidate, the hiring manager must complete an Interview Summary Form indicating the names and titles of all individuals who 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:

- A verbal offer will be contingent upon completion of a background check if hiring a non-SVSU employee.

- The 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. The average turnaround time is five days.
- ▶ Complete an HR Action Form for the selected candidate including start date and salary and forward to ECS. (This form initiates payroll for the chosen candidate.)
- ▶ Appointment Letter – ECS will prepare an appointment letter for the appropriate vice president's signature and approval.
- ▶ Return the following documents and completed forms to ECS:
 - All remaining resume folders including the folder for the chosen candidate. For positions that are filled internally, it is strongly recommended that departments contact the applicants directly. For positions that are filled externally, all candidates, except for the person hired, will be sent "Position Filled" letters by ECS.
 - Applicant Screening Forms for each applicant
 - Candidate Evaluation Forms
 - Interview Summary Sheet
 - HR Action Form for selected candidate
- ▶ Have new employee make an appointment with ECS at 989-964-7100 to discuss and enroll in benefits (if applicable) and to complete I-9 and tax forms.