

CHASS HR Services EHRA Hiring Checklist for Departments

Enter CPAWS Request - EHRA recruitment request

Forms to be attached:

EHRA Recruitment Request Form

Department Org Chart

External Ad (if applicable)

1. *CHASS HR submits position description update or position creation in PA7 and routes for approval*
2. *UHR reviews and approves position description*
3. *CHASS HR submits posting and routes for approval*
4. *UHR reviews and approves posting*
5. *CHASS HR notifies department that job has been posted*

Department reviews applicants

Enter CPAWS Request – Interim Report

Forms to be attached:

EHRA Applicant Tracking Sheet (tab 1 completed)

1. *CHASS HR submits interim report in PA7*
2. *Interim Report is approved by college, UHR and OIED*
3. *CHASS HR notifies department that interim report is approved and interviews can begin*

Department conducts interviews

*At least 3 candidates must be interviewed

Enter CPAWS Request – Hiring Proposal Request

Forms to be attached:

EHRA Hiring Proposal Request Form

EHRA Applicant Tracking sheet (tab 2 completed)

Two reference checks (for EHRA NF hires only)

1. *CHASS HR submits HP and routes for approval*
2. *UHR reviews and approves*
3. *CHASS HR notifies department that HP is approved*

Department negotiates terms of offer with candidate in preparation for a formal offer

*The department cannot negotiate beyond the amount approved on the Hiring Proposal. If a higher salary amount is requested, a new Hiring Proposal must be submitted and approved before moving forward. Department should inform candidate that this is a preliminary discussion to prepare a formal written offer with an approved salary.

Enter CPAWS Request – Offer Letter Request

Forms to be attached:

EHRA Offer Letter Request form

Non-Salary Deferred Compensation form (if applicable)

1. *CHASS HR creates offer letter and sends to department, Assistant Dean for HR and Dean for review*
2. *Once approved, CHASS HR sends offer letter to department for Department Head and employee signature*

Department makes offer and returns fully signed offer letter to CHASS HR

1. *CHASS HR initiates hire action in JAR*
2. *Background check is sent to employee*
3. *Background check is endorsed*
4. *CHASS HR notifies department once hire action is fully approved by UHR and updates NSDC with employee ID number (if applicable)*

Department works with Financial Services team to initiate NSDC payment (if applicable)