CHASS HR Services
SHRA Hiring Checklist for Departments

☐ **Enter CPAWS Request - SHRA recruitment request**

Forms to be attached:
SHRA 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 and conducts interviews**

*HR approval not needed to conduct interviews for SHRA positions
*At least 3 candidates must be interviewed

☐ **Enter CPAWS Request – Hiring Proposal Request**

Forms to be attached:
SHRA Hiring Proposal Request Form
SHRA Applicant Tracking Sheet
Two reference checks

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:
SHRA Offer Letter Request form

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*