

CHASS HR Services

EPS Hiring Checklist for Departments

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

Forms to be attached:

EPS 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**

☐ **Department conducts interviews**

*At least 3 candidates must be interviewed

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

Forms to be attached:

EPS Hiring Proposal Request Form

EPS Applicant Tracking sheet

Two reference checks (for non-faculty 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:

EPS 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)**