**RECRUITMENT and orientation Checklist**

***University Staff Temporary Employees***

***(formerly known as LTE’s)***

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| New Employee: |       |
| Title/Position: |       |
| Supervisor: |       |
| Start Date: |       |
| Department: |       |

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| *INSTRUCTIONS*: This checklist is provided to assist supervisors in recruiting and orienting new University Staff Temporary Employees. After a particular topic has been covered, the completion date should be entered in the column to the right of it. When the entire checklist is completed, the signed form should be sent to Human Resources to place in the employee’s personnel file. |
| **Request and Approval Process** | **Completion Date:** |
| **[ ]**  | **Review the** [**University Staff Temporary Handbook**](https://www.uwgb.edu/hr/documents/LTEHandbook.pdf) to become familiar with university staff temporary employment. Please note that University Staff Temporary employees are limited to working less than 1,040 hours within 26 consecutive biweekly payroll periods. |  |
| **[ ]**  | Create a **position description** ([sample position description](http://www.uwgb.edu/hr/documents/forms/PositionDescription.docx)) and attach it to the appropriate authorization form. If unsure of the Position Type or Title, contact Human Resources for assistance. |  |
| **[ ]**  | If you **do not** have a candidate in mind, and need to recruit for this position, complete the [**Authorization for Recruitment**](https://www.uwgb.edu/hr/campus/searchscreen/documents/forms/AuthorizationforRecruitment.docx) form, and submit it to Human Resources for review by the Position Review Committee. You will be notified of the committee’s decision.  |  |
| **[ ]**  | If you **do** have a candidate in mind, complete the [**Authorization for Temporary Hire**](https://www.uwgb.edu/hr/campus/searchscreen/documents/forms/AuthorizationforTemporaryHire.docx) form. You may communicate with a candidate before you submit the request, but you cannot offer the position or guarantee the position to the person before receiving approval from the Position Review Committee. Submit this form to Human Resources for review by the committee, and you will be notified of the committee’s decision. |  |
| **Recruitment**  | **Completion Date:** |
| **[ ]**  | If you plan to recruit for this opening and it is approved by the committee, you can either review the current applicant pool in TAM, or Human Resources can **post your opening** on free recruitment websites. We use [Talent Acquisition Manager (TAM)](https://www.uwgb.edu/hr/campus/searchscreen/#TAM)) to facilitate the **recruitment** and hiring process. |  |

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| **Candidate Review** | **Completion Date:** |
| **[ ]**  | Determine who will interview the candidates, and notify Human Resources of the **interview committee members** so they can be set up in TAM. |  |
| **[ ]**  | Please review the [**Recruiting Resources**](https://www.uwgb.edu/hr/campus/searchscreen/) on the Recruitment & Hiring page of the HR website to help you evaluate candidates and prepare for interviews. |  |
| **[ ]**  | Application materials will be saved in TAM for review. After the deadline or first screen date, [**review the candidates in TAM**](https://kb.wisc.edu/hrs/page.php?id=20801) to determine which candidates you would like to interview. |  |
| **[ ]**  | Determine if you would like to start with phone **interviews**, or go right to in-person interviews. |  |
| **[ ]**  | Determine **interview questions** (see [**Recruiting Resources**](https://www.uwgb.edu/hr/campus/searchscreen/) for a sample interview evaluation). Human Resources can assist with developing or reviewing your interview questions. |  |
| **[ ]**  | Contact the candidates to **schedule the interviews**. Please notify Human Resources if you would like interview confirmation letters e-mailed to the candidates. |  |
| **[ ]**  | Conduct the interviews and **select the top candidate(s).** Second interviews may be conducted if needed. |  |
| **[ ]**  | Conduct **reference checks** on top candidate(s). ([Sample reference check form](http://www.uwgb.edu/hr/documents/forms/samplereferencecheckform.docx)) |  |
| **[ ]**  | Most University Staff Temporary positions require a **background check**. Contact Human Resources if you have questions regarding whether or not a background check is required. To initiate a background check, e-mail hr@uwgb.edu with the candidate’s name, e-mail address, and account number to charge the background check fee to. Notify the candidate that he/she will receive an e-mail from “Big 10”, and should follow the instructions in the e-mail to authorize the background check.  Approximate cost is $12.40 and Human Resources will notify you of the results. |  |
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| **Hiring a Candidate** | **Completion Date:** |
| **[ ]**  | Complete the [**University Staff Temporary Offer Letter**](https://www.uwgb.edu/hr/campus/searchscreen/documents/UniversityStaffTemporaryOfferLetter.docx) and e-mail to Human Resources for review. |  |
| **[ ]**  | After Human Resources approves the offer letter, make a **verbal job offer** to the candidate. If the candidate accepts, send him or her the signed offer letter, and include [W-4](http://www.uwgb.edu/hr/forms/index.aspx?search=W-4%25), [I-9](http://www.uwgb.edu/hr/forms/index.aspx?search=I-9%20form), and [Direct Deposit](http://www.uwgb.edu/hr/forms/index.aspx?search=direct%20deposit%20authorization%20form) forms. |  |
| **[ ]**  | Please notify Human Resources and we can send **non-selection letters/e-mails** to the candidates in TAM who were not selected for the position.  |  |
| **[ ]**  | Complete the [**Personnel Action Request (University Staff)**](http://www.uwgb.edu/hr/documents/forms/PAPersonnelActionFormUniversityStaff.xlsx) and send to Human Resources. |  |
| **[ ]**  | Send **paperwork** related to the University Staff Temporary search (ex. interview notes, resume copies, etc.) to Human Resources for retention. |  |

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| **Pre-Arrival** | **Contact Person/****Office** | **Completion Date** |
| [ ]  | Check that the **work area** is equipped and ready for new employee. For a door or desk **name plate**, click on “Facilities/Operations Work Order Request Form” on the [Facilities Planning and Management](http://www.uwgb.edu/facilities/) website (<http://www.uwgb.edu/facilities/>) and follow the instructions. Set up **mailbox** or bin in your office for new employee. | Facilities ManagementExt. 2394 |       |
| [ ]  | Verify that the office **phone** has been activated and a staff directory is available.  | Academic Technology ServicesExt. 5505IS 1010 |       |
| [ ]  | Ensure **network account access** is set up. Human Resources will enter employee into system (after receiving employee information), and CIT will create an e-mail account. The supervisor will receive an e-mail from CIT requesting information on what shared drives and software to give access to. Supervisor will receive user ID and password from CIT in e-mail – please have this information ready for the first day. | Help DeskExt. 2309IS 1148 |       |

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| **First Day** | **Contact Person/****Office** | **Completion Date** |
| [ ]   | **Introduce** new employee to the staff and explain their roles. |       |
| [ ]  | Ensure **paperwork** is completed and submitted to Human Resources ([I-9](http://www.uwgb.edu/hr/forms/index.aspx?I), [W-4](http://www.uwgb.edu/hr/forms/index.aspx?search=W-4%25), [Direct Deposit](http://www.uwgb.edu/hr/forms/index.aspx?search=Direct%20Deposit%20Authorization%20Form), [Employee Self-Identification](http://www.uwgb.edu/hr/forms/index.aspx?search=self%25), and [Employee Confidentiality Agreement](http://www.uwgb.edu/hr/forms/index.aspx?search=Confidentiality%25)). Send offer letter with both supervisor and employee signatures to Human Resources. |       |
| [ ]   | Explain **workflow** for the work area, work **priorities**, **phone** usage, **mail** system, **supply** orders, **copier** code, office **equipment**, and online **directory** (<http://www.uwgb.edu/deptpeople/index.asp>). |       |
| [ ]   | Inform new employee of work hour/**schedule** expectations, when to take **lunch** or breaks, **dress** code, unit **coverage**, and who to call in an unexpected **absence**. |       |
| [ ]   | Train new employee on **time reporting**. Explain pay schedule and direct deposit. (<http://www.uwgb.edu/hr/employees/lte/>).  |       |
| *Walk new employee to:* |
| [ ]   | University ID Services to get [**University ID Card**](http://www.uwgb.edu/union/id/) | University UnionExt. 2400UU 203 |       |
| [ ]   | Bursar’s Office to purchase virtual [**parking permit**](http://www.uwgb.edu/publicsafety/parking/decal_rates.htm)(if applicable) | BursarExt. 2743SS 1300 |       |

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| **First Week** | **Completion Date** |
| [ ]   | Ensure that new employee receives a **tour** of campus.  |       |
| [ ]  | Ensure that new employee reviews the University Staff Temporary **Handbook**. <http://www.uwgb.edu/hr/documents/LTEHandbook.pdf>  |       |
| [ ]  | Explain expectations for acceptable **performance** and how performance is evaluated**.** |       |
| [ ]  | Introduce new employee to **staff external** to the unit with whom he/she will work |       |
| [ ]  | Ensure new employee reviews [**Keeping Children Safe, Executive Order 54**](https://www.uwgb.edu/hr/training/EO54Presentation.pdf) training (<https://www.uwgb.edu/hr/training/EO54Presentation.pdf> ). |       |

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| **Ongoing** | **Completion Date** |
| [ ]  | **Follow up** with new employee on any questions or concerns he/she may have. |       |
| [ ]  | Schedule **training** or workshops that will support performance (ex. [CIT workshops](http://www.uwgb.edu/compserv/workshops/index.asp) - <http://www.uwgb.edu/compserv/workshops/index.asp>).  |       |
| [ ]  | Notify Human Resources if additional **orientation** is needed. |       |
| [ ]  | To initiate **changes** in hourly pay rate, end date, budget code, etc. please complete a [**Personnel Action Request (University Staff)**](http://www.uwgb.edu/hr/documents/forms/PAPersonnelActionFormUniversityStaff.xlsx) and send to Human Resources. |       |
| [ ]  | You will be **notified via e-mail** if your University Staff Temporary has an active appointment and has not been paid within the last few months, has an appointment that is scheduled to end soon, or is nearing the 1,040 hours maximum. |       |

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| **New Employee’s Responsibilities** |
| * Contact your supervisor or Human Resources with questions
* Read and understand the University’s policies and procedures
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*Orientation Plan Acknowledgement*

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| *Employee Signature* |  | *Date* |
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| *Supervisor Signature* |  | *Date* |

***Please sign, date, and send to Human Resources.***

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| **For Supervisor Use** *(Optional)* |
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| Resource List for new employee (checklists, written instruction manuals, etc.): |
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| Websites that will be utilized (bookmark): |
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| Initial Priorities: |
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| People to Connect With (Campus Resources): |
| *Name* | *Office* | *Role* |
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