

The Hiring Process



Office of Human Resources

I have a vacant position.

Step 1.

Submit:

- Position Vacancy Authorization
- Updated Job Description

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

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POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE _____ AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR _____
(Department or Unit)

<input type="checkbox"/> Replacement	<input type="checkbox"/> New Position	<input type="checkbox"/> Unclassified
<input type="checkbox"/> Civil Service	<input type="checkbox"/> Temporary	<input type="checkbox"/> Faculty
<input type="checkbox"/> Tenured	<input type="checkbox"/> Probationary (For Faculty this is same as tenure track)	<input type="checkbox"/> System Revenue
		<input type="checkbox"/> Agency Fund State

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved through Human Resources).

Salary/Range: _____ Previous Incumbent (if replacement): _____

___ Approved ___ Disapproved _____
Department Head Date

___ Approved ___ Disapproved _____
Dean/Director/Supervisor of Budget Unit Date

FINANCE BUDGET OFFICE ONLY Funds Available ___ Yes ___ No Signature _____ Date _____ Budget Number _____	HUMAN RESOURCES OFFICE ONLY Existing/Approved Position ___ Yes ___ No Employee Class: _____ Job Class: _____ Verified By: _____ Date: _____
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___ Approved ___ Disapproved _____
Vice Chancellor Date

___ Approved ___ Disapproved _____
Chancellor/Vice President Date

___ Approved ___ Disapproved _____
President Date

An Equal Opportunity Employer

Rev. 8/05/2013



Posting or Not?

Step 2.

Submit:

- Position Vacancy Announcement or
- Approved Waiver letter



Vacancy Announcement System (VAS)
Position Vacancy Announcement Request

Date: _____ Department: _____

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Application Deadline: _____ Date position to be filled: _____

Position Title: _____ Civil Service Pay Level: _____

Salary (annual): _____ or Salary Range: _____ to _____

Please check all categories that apply to this position:

Faculty Position		Unclassified Position	Classified Position
<input type="checkbox"/> Part-time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Administrative	<input type="checkbox"/> Probationary
<input type="checkbox"/> % of time	<input type="checkbox"/> Tenure	<input type="checkbox"/> Temporary	<input type="checkbox"/> Job Appointment
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Tenure Track (Probationary)	<input type="checkbox"/> Permanent	<input type="checkbox"/> Provisional Appointment
	<input type="checkbox"/> Grant	<input type="checkbox"/> Grant	<input type="checkbox"/> FOR HR USE ONLY:
	<input type="checkbox"/> Contract	<input type="checkbox"/> Contract	<input type="checkbox"/> CS Job Code:

Contact Person: _____ Telephone No: _____

Contact Email Address: _____

Contact e-mail address is for:
 Human Resources utilization only posting to VAS website

Brief job description [Maximum 12 lines @ 250 characters (including spaces) per line]:

Minimal qualifications [Maximum 12 lines @ 250 characters (including spaces) per line]:

Remarks: How To Apply (letter of application, curriculum vita, resume', references, etc)/Mailing Address
[Maximum 12 lines @ 250 characters (including spaces) per line]:

Note: Approved Position Vacancy Authorization form(s) must be received in the Office of Human Resources before vacant positions will be announced.

rev 05/11/06

We have a candidate. What's next?

Step 3.

Submit Preemployment Docs:

- Unclassified/Faculty
 - SUS Application
 - Proposed Employee Appointment (PEA)
 - Proposed Employment Clearance (PEC)
 - Reference Check Form (REF)
 - ID Request Form
- Classified
 - SUS Application
 - Proposed Employee Appointment (PEA)
 - Proposed Employment Clearance (PEC)
 - Reference Check Form (REF)
 - ID Request Form
 - Online Hiring Center Form
- Adjuncts
 - SUS Application
 - Reference Check Form (REF)
 - ID Request Form
- Students
 - New Hire
 - Criminal Background Check
 - Paid Fee Receipt
 - New Hire Documents (includes Student Application & Certification)
 - eVerify
 - Returning
 - Paid Fee Receipt
 - Student Application & Certification



The docs have been submitted to HR. Now what?

HR reviews docs and if complete:

1. Conditional Offer of Employment (COE) is sent to the candidate
 1. Candidate has 5 days to sign and return with requested documentation.
2. Candidate submits signed COE and requested documents:
 1. HR initiates the following processes:
 1. Criminal Background Check (CBC)
 2. eVerify
3. CBC initiated, eVerify cleared:
 1. HR generates the U#, sends to department.
 2. Department generates ePAF



The ePAF is being routed, can my candidate start?

New hires can start work:

- **ePAF is at the apply level and the start date does not proceed the ePAF start date**



Lagniappe:

- New Hire Orientation attendance is mandatory
- Web time approval chain forms must include the correct position number
 - Must be submitted anytime an employee or an approver has a position number change

