

PERSONNEL RECRUITING AND HIRING PROCEDURES

TYPE: EXEMPT - FULLTIME - PARTTIME - OUTSIDE HIRE OR TRANSFER

RECRUITING PROCEDURES:

- 1- Complete STAFF REQUEST FORM and obtain Department Head approval.
- 2- Prepare Job description.
- 3- Prepare text for newspaper ad and job list.
- 4- Complete RECRUITMENT PROCEDURES FORM.
- 5- Submit staff request form, job description, text for ad, and recruitment procedures form to Personnel. **(ad will run 2 Sundays in Times Picayune and on job vacancy list until the Friday following the 2nd Sunday).**
- 6- Review resumes received from Personnel.
- 7- Identify and interview finalists.

HIRING PROCEDURE:

- 8- Select desired candidate.
 - 9- Complete SEARCH QUESTIONNAIRE FORM.
 - 10- Submit search questionnaire form and resumes of finalists for hiring approval along with remaining (non-finalist) resumes to Personnel. **(paperwork will be reviewed by the Office of Equal Opportunity)**
 - 11- Once paperwork has been approved by Office of Equal Opportunity, complete PAYROLL ACTION FORM.
 - 12- Have new employee complete PAYROLL/PERSONNEL INFORMATION FORM, and EMPLOYMENT ELIGIBILITY VERIFICATION FORM.
 - 13- Collect bloodborne pathogen certificate from new employee (if necessary).
 - 14- Submit payroll action form, payroll/personnel information form, employment eligibility verification form, with supporting documents, and certificate to Personnel.
- * * TULANE REQUIRES A SOCIAL SECURITY CARD. * *

TYPE: NON-EXEMPT FULLTIME - PARTTIME - OUTSIDE HIRE OR TRANSFER

- 1- Complete STAFF REQUEST FORM and obtain Department Head approval.
- 2- Prepare job description.
- 3- Prepare text for newspaper ad (optional) and job vacancy list.
- 4- Submit staff request form, job description, and text for ad to Personnel.
(Vacancy will appear on job vacancy list for a minimum of 5 working days)
- 5- Review applications received from Personnel.
- 6- Identify finalist; inform Personnel of those to be interviewed. (Personnel will schedule appointments for applicants to be interviewed).
- 7- Conduct interviews and complete APPLICANT REFERRAL FORM for each person interviewed.
- 8- Select desired candidate and complete APPROVAL FORM FOR NON-EXEMPT STAFF POSITIONS.
- 9- Submit applicant referral form and approval form for non-exempt staff positions to Personnel for approval.

TO COMPLETE HIRING PROCEDURES: FOLLOW STEPS 11 THRU 14 ON PAGE 1.

SEARCH WAIVER - PROMOTION FROM WITHIN DEPARTMENT.

- 1- Complete STAFF REQUEST FORM and obtain Department Head approval.
- 2- Prepare job description.
- 3- Submit staff personnel request form, letter to request waiver and resume for hiring approval.

HIRING PROCEDURE:

- 1- Complete PAYROLL ACTION FORM.
- 2- Submit payroll action form to Personnel.

TO REQUEST SEARCH WAIVER FOR OUTSIDE HIRE: FOLLOW STEPS 1 THRU 3 ON PAGE 2 AND 11 THRU 14 ON PAGE 1.