

# PROCEDURES FOR HIRING CLASSIFIED EMPLOYEES

## Introduction

The purpose of these procedures is to establish an orderly and consistent process for the recruitment of qualified employees at the University of Louisiana at Monroe. It is the intent of these procedures to provide as much flexibility to the individual recruiting units as possible as long as their recruitment is consistent with general accepted management principles and legal guidelines. It is our hope that providing an outline of the hiring procedures and policies to be followed will make the process easier.

## Equal Employment Opportunity Policy Statement

The University of Louisiana at Monroe firmly supports the policy of Equal Employment Opportunity as set forth in the University's Equal Opportunity Policy. The University's Equal Employment Opportunity Policy shall be administered without regard to race, color, religion, sex, age, national origin, disability, or status as a disabled veteran or veteran of the Vietnam era. The University's Equal Employment Opportunity Policy shall be administered in accordance with state and federal laws and regulations. Execution of this policy requires vigorous efforts, which the University will make to ensure.

The University's Equal Employment Opportunity Policy fully embraces equality of opportunity for all employees by affirming that the University will take affirmative action to assure that applicants receive fair consideration for employment and that employees are treated fairly during employment including recruiting, advertising, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, forms of compensation, tenure, selection for training, and all other employment practices. The University's Equal Employment Opportunity Policy is consistent with the University's Anti-Discrimination and Harassment Policy.

## Appointing Authority

The University of Louisiana System grants authority to presidents of the colleges and universities within the system, or their designees, the right to hire or dismiss any classified Civil Service employee in compliance with state laws and appropriate Civil Service Commission rules and regulations. It is the responsibility of the hiring authority to ensure a fair and impartial evaluation of all applicants for the position.

## The Search Process

Human Resources follows the Civil Services rules and regulations for posting positions.

### Personnel Requests

Human Resources uses NeoEd to submit requisitions to fill a vacancy. To fill an existing position, the requisition number is exis82(a)-9(n 000912 ga)-9(n 000912 ga).



Official Appointment & Onboarding

Onboarding is the process of acclimating and welcoming new employees into an organization and providing them with the tools, resources, and knowledge to become successful and productive.

1. Human Resources will make an offer to the selected candidate, along with an official letter of appointment, and work with the Budget Unit Head to determine an appropriate start date. Employment offers are contingent upon a successful background check and approval by the University of Louisiana System Board of Supervisors.  
- Candidates can accept the position verbally, but must submit the signed appointment letter to Human Resources.
2. Once a signed appointment letter is received, Human Resources will submit a copy to the Budget Unit Head in order to prepare a Personnel Action Form, who will then submit to the Budget Office for approval. The Budget Office will send approved form to Human Resources.
3. Human Resources will begin the onboarding process through the NeoEd system once the candidate has accepted the position.
4. After background results are clear, Human Resources will contact the employee to schedule his/her check-in process, which will occur on the first day of employment.
5. As part of the check-in process, the Staffing Specialist will meet with the new employee to review all of the documents that were completed in NeoEd. The Staffing Specialist will also collect any required
6. During the check-in process, the Benefits Office will also meet with the new employee to discuss benefit options and enrollment. Benefit enrollment must be completed within 30-days of the date of hire.
7. Once the check-in process is complete, the Staffing Specialist will communicate via email to the supervisor that the new employee has completed the initial hiring process in human resources.
8. All new employees must complete new hire orientation within 90-days of hire.