

Advertise a Position

1. Positions will be posted on the Human Resources web page.
2. The Budget Unit Head should indicate on the NeoGov requisition form any other publications to advertise. Budget Unit Head's department will be charged for any cost.
3. Human Resources will notify the Budget Unit Head of all costs for approval before ads are placed.
4. Positions must be posted for a minimum of 5 days.

Appoint a Search Committee

Search committees are formed to assist in the recruitment efforts for filling vacant classified positions at the University of Louisiana at Monroe. The search committee is a recommending body, not a decision-making body.

1. Search committees are required for law enforcement positions. [Follow the hiring process for law enforcement officers here]
2. Search committees are not required for all other classified positions.
3. If a committee is formed, then it is the responsibility of the Budget Unit Head to appoint the search committee and the chairperson.
4. The Budget Unit Head should consult with the appropriate Vice President concerning committee appointments. The search committee should have an appropriate mix of staff and/or faculty. Students, retirees, or community members may also serve on search committees.
5. The search committee chair or Budget Unit Head, if no search committee is utilized, will review the "Hiring Manager's Interview Packet" online

3. Upon approval from the appropriate Vice President, the original documentation of the employment recommendation and pay for extraordinary qualifications documentation (if necessary) will be submitted to Human Resources.
4. All hiring packets, notes, evaluations, etc. must be submitted to Human Resources for appropriate filing and retention.

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 NeoGov system once the candidate has accepted the position.
4. After background results are clear, Human Resources will conta