

Attachment E
LTE HIRING PROCEDURES CHECKLIST

Position Title _____

Date _____

- Hiring supervisor confirms need for a Limited Term Employee (LTE).
- Hiring supervisor reviews and updates position description accordingly with any changes in duties, requirements, etc.
- Hiring supervisor initiates Position Action Request (PAR) and submits with Position Description (PD) cover sheet, PD (in MS Word format), and organizational chart to SHR contact via email. [PAR P&P No. 4.105]
- SHR reviews PAR for completeness, identifies the job classification and compensation for the LTE position, and submits to State Budget Office (SBO) for review and approval. SBO returns PAR to SHR.
- Hiring supervisor sends copies (need not be the original copies) of applicant resume and cover letter, if the resume does not show relevant experience, to HR contact.
- SHR contact reviews hiring recommendation and supporting documents, conducts background check, and verifies selective service registration).
- Upon HR Director approval, SHR contact communicates with supervisor the conditions of employment (e.g. start dates and rate of pay).
- Hiring supervisor extends job offer and provides response to SHR contact.
- If position requires pre-hire fitness-for-duty examinations, offer is contingent and start date determined following successful conclusion.
- All start dates are beginning of pay period (i.e. Sunday for current employees and Monday for new employees).
- SHR prepares and distributes appointment letter and new hire forms to new employee.
- Hiring supervisor verifies with employee and SHR that employee has filled out new employee information paperwork before starting. This includes verifying new employee received I-9 packet and will bring required documents the first day of work.
- SHR sets up new employee in STAR and State IT if needed.
- Hiring supervisor initiates workplace on-boarding activities on first day of work; receives I-9; verifies ID's and submits to SHR.