

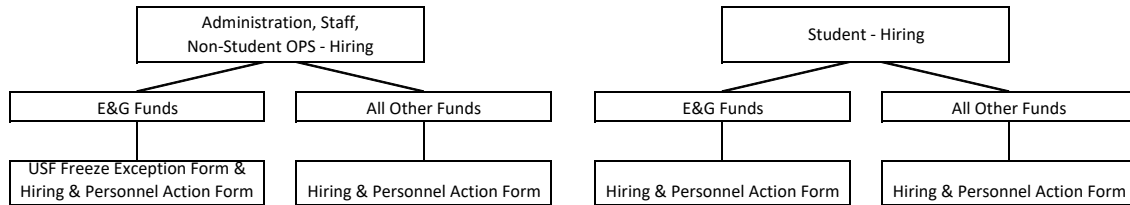
INITIATE HIRING ACTIONS

STEP 1: Make a determination regarding a hiring or personnel action.

STEP 2: Confirm hiring action by employment type.

STEP 3: Confirm hiring action funding source by employment type.

STEP 4: Forms to be completed by Director or designee:
 Green fields: required to complete
 Blue fields: Provided dropdowns
 Orange fields: to complete as known or appropriate



Student Success

Hiring and Personnel Approval Form		Funding Source	Choose an item.	Exception #	Log #
Department Name & Number		Dept Name and number			
Type of Action	Type of Action dropdown	Appointment Type	Effective Date		
Appointment Title	Click or tap here to enter text.	Position number <small>(staff/Admin)</small>	Enter Position number here		
Supervisor Name/Pos#/EmpID:	Click or tap here to enter text.	Supv Position number	EmpID.		
Hiring					
Posting start Date:	Choose Posting Date	Posting Length	How long do you want to keep the posting open?		
Start Date	Choose Start Date	Rate Type	Enter Hourly or Annual Rate here		
End Date <small>(if applicable)</small>	Choose End Date here	Weekly Hours	Enter Weekly Hours here		
Number of openings	# of openings here	Background check choose one			
Attach posting description					
Employment Action		Job ID (if posted)	Enter Job ID Here		
Employee Name	Enter Employee Name here	U# if applicable	EmpID#	Enter GEMS ID here	Rec#
Email Address	Enter Employee email here				
Mailing Address	Enter Employee permanent mailing address here				
Phone Number	Enter Office Extension here				
<input type="checkbox"/> Rate or SPI change?	Choose an item.	Current \$ Amt here	New \$ Amt here	Effective Date	Appt Type
<small>Any rate change above \$1 or more per hour must supply justification</small>					
<input type="checkbox"/> Change of Weekly Hours	Current hrs	New hrs	Effective Date		
<input type="checkbox"/> GA Appointment?	Choose GA Appt Type	College	Program		
If Exemption: Choose one					
<input type="checkbox"/> Building Access Swipe	Identify Building here	<input type="checkbox"/> Keys?	Identify Key needs here	<input type="checkbox"/> Email?	
Identify email, printer, shared email boxes					
Notes: Click or tap here to enter text.					
Budget Information					
Amount of Budget available for salary		Enter Budget Amount here	GEMS Combo Code	Enter combo here	
OpUnit	Fund	FAST Department Number	Product	Initiative	Project
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Director signature:				Date:	
AVP Signature:				Date:	
Budget Initials	RMD Approval		VP Signature and Date		

- STEP 5: If the H.R. action is the creation of a new position or a change in position description, then complete the Position Information Questionnaire.
- STEP 6: Initiator/Director or designee sends Hiring & Personnel Action Form (HPAF) or USF freeze exception form (if funding is E&G) and Position Information Questionnaire to RMD-Inquiry@usf.edu.
- STEP 7: RMD logs forms, reviews for accuracy, contacts department for missing information & budget checks the action. RMD routes form to AVP and VP for approval. (Process can take up to 5 business days depending on the completeness of the submitted HPAF form)
- STEP 8: RMD sends confirmation email to initiating department that the action has been forwarded to DHR.
- STEP 9: RMD confirms new position or update position profiles in GEMS.

RECRUITMENT FOR ALL EMPLOYMENT TYPES INCLUDING STUDENT HIRES

- STEP 10: RMD completes posting in Careers and sends posting to DHR for approval (48 hours).
- STEP 11: Recruitment Roles Form to be completed for all departments initiating postings.
- STEP 12: Ensure that all hiring personnel have undergone USF mandatory recruitment training. RMD to contact initiating department for verification.
- STEP 13: DHR approves posting and opens for applicants (2-10 days).

INTERVIEW & SELECTION PROCESS

- STEP 14: When posting closes, RMD dispositions rejected applicants and sends qualified Veterans list for Staff positions.
- STEP 15: Initiating department dispositions all selected interviewees - at least three qualified applicants and all qualified Veterans (if applicable).
- STEP 16: Initiating department informs RMD that interviews are completed and submits all interview notes and completed recruitment disposition spreadsheet.
- STEP 17: Initiating department submits the following information for selected candidate to RMD:
1. Name of selected applicant
 2. Suggested start date
 3. Hiring salary within the salary range specified in originating paperwork
 4. One reference from most recent supervisor and two additional references - at least three references in total
 5. Education verification - transcript
 6. Employment verification
 7. Any other verification listed in posting's minimum qualifications section
 8. All students are required to submit their U# and class schedule. Additional requirements for FWS & Graduate students below:
 - a. FWS Students - FWS Award Letter
 - b. Graduate Students - Program Acceptance Letter

STEP 18: After all of the above documentation is received & verified then RMD will send documentation to DHR within 2-3 business days.

STEP 19: DHR approves the hire - timeline DHR states 3 to 5 business days / process has lasted up to 1 month in some cases.

STEP 20: RMD prepares an offer letter and routes for signatures by all appropriate parties then forwards to selected applicant - timeline 2-3 business days.

STEP 21: After applicant signs offer letter, RMD initiates a background check for non-student applicants.

STEP 22: RMD initiates background check for all non-student hires - typical timeline 7 to 10 business days after applicant approves via email sent from background check organization.

STEP 23: Selected applicant completes Right Start with DHR. Note that Right Start is the mechanism that ensures new employees are in GEMS.