

Hiring Manager

Checklist

Position: _____ Name: _____ Start Date: _____

- Complete New Position/ Change Request Form for Every Position
 - o Department to complete first four sections and forward to Amy Hill in HR
 - o HR provides job class code, grade, employee group, etc./ forwards to Finance
 - o Finance (Cindy) verifies budget authorization (position control no., codes, funds availability). Unauthorized or unfunded positions must go to Board for authorization.

- Contact Human Resources to post open position online for internal and external candidates -Amy Hill- HR Specialist, x8757 - Ahill@livgov.com

- Interview Candidates for position; Determine Final Candidate

- Complete PAR form and send to Human Resources with your new hire information
 - o Start date must be at least 2 weeks from the date you send PAR to HR
 - o HR MUST have at least two weeks to perform background and drug screens. If not received before two weeks it will impact your new hires first day of work.

- Contact candidate about contingent offer of employment
 - o Please notify candidate that Human Resources will be sending an email to them with their welcome packet from the email listed on their employment application.

- Complete the IT New Employee Form and send to IT- Help Desk ext. 8805

Form: <http://sharepoint2007/LivCommunity/default.aspx> (then click on right side of page)

 - o Ask for instructions on how to login to computer and use phone- if applicable

- Gather any office materials that may be needed at your new hire's workspace
 - o Updated phone list, Office Supplies, etc.

- Prior to your new hire's first day, send out Welcome Email to your department welcoming them to the team with some basic information about them.
 - o Please contact HR for ideas on wording if needed

- Give tour of department and introduce to their peers.
 - o Possibly have a welcome lunch, or have someone from the department take them out to lunch on their first day (or bagels/coffee for breakfast)
 - o Assign a work "Buddy" they can use to ask questions while they are getting used to their new position

- Take time to go over their new position, details about the job and expectations.

Please contact Amy Hill if you have any questions about this checklist (517) 540-8757 or Ahill@livgov.com