Pre-Hire Checklist

1) Decide if you need a position. Are you:
   a) Replacing an employee that is leaving or transferring?
   b) Creating a new position?
   c) Reclassifying a position?
   d) Transferring a position?

2) Obtain appropriate department/division/campus approval for the position

3) Determine the type of position you need:
   a) Classified Positions:
      i) Part of state classification system.
      ii) Include 30 grades with two types of entry and maximum levels.
      iii) Each class (job title) specification has minimum qualifications an applicant must meet.
      iv) Most graded positions are paid bi-weekly
      v) Salary adjustments are made using
         (1) Preapproved grids-allowing movement upon additional certifications
         (2) Market conditions-salary adjusted to meet prevailing wages paid by competitors for the same position.
   b) Provisional positions:
      i) Are NOT temporary positions.
      ii) Are for a specific period of time. The position ends when the funding ends, UNLESS the funding is continued.
      iii) Are funded at least 50% by funds other than State funds (111) such as:
         (1) Federal Funds
         (2) Grants
         (3) Gifts
   c) Non-classified patient care positions:
      i) Have line item maximums.
      ii) Salary adjustments may be done through the UAMS internal compensation process.
      iii) Most of these positions are paid bi-weekly.
   d) Non-classified administrative and professional positions.
      i) Governed by the Department of Higher Education.
      ii) These positions have line item maximums.
      iii) Most of these positions are paid monthly.

4) Retrieve or create the PCQ (Position Classification Questionnaire) for the position and review.
5) It is recommended that you reach out to OHR Recruitment to discuss qualifying language to use on the PCQ to ensure your qualified applicant pool consists of candidates with the required knowledge, skills and abilities.

6) Update to the new PCQ format as necessary.

7) Add or subtract duties as necessary from the original PCQ to ensure:
   a) The posting accurately portrays the current duties and responsibilities of the position.
   b) The qualified applicant pool contains candidates with the requisite knowledge, skills and abilities to perform the job.

8) If you find that you have added/subtracted more than two items or if the job duties and responsibilities have changed significantly in the past six months, send the updated PCQ to OHR Reclassification and request a review to determine if the original job title still applies to the position or if a reclassification is necessary.

9) Submit the information to OHR for posting through the appropriate SAP transactions.

10) OHR Recruitment will review the PCQ and will create qualifying questions based on the PCQ.

11) Positions are posted on the UAMS OHR website for a minimum of seven calendar days and the posting may extended.