Selection (Hiring) Checklist

Once your job has been posted to the UAMS employment website you may begin the following:

1. Pull up the job posting and print it out to compare candidates’ applications to the minimum qualifications of the job.
2. Hiring officials are given authorization to use the ZHRAPP function by submitting a request to SAP security for “Department Recruitment Only” role.
3. The hiring department will review the applicant pool (ZHRAPP) and determine if there are at least three qualified candidates. If there are not sufficient qualified candidates, email “Ask Recruitment” and request an extension of your posting prior to the closing date of the position.
4. Print out a list of the qualified applicants and the applications. Please remember to make objective notes on a separate sheet of paper.
5. Please remember that you are required to review the applications of all candidates who claim veteran preference status and to comply with the Arkansas Veterans Preference law. For additional information, please go to the link below: http://hr.uams.edu/files/2012/11/Arkansas-Veterans-Preference-Law-Memorandum.pdf.
6. Please remember that applicants may only apply for your position during the time period it is posted on the website.
7. Once you have chosen the top candidates for your position you may begin the interview process:
   a. Departments must interview a minimum of three candidates from the qualified applicant pool.
   b. It is recommended that you begin your interviews of qualified applicants after the position has closed. This will ensure you are selecting the top three qualified applicants from the complete pool of qualified applicants.
   c. Pull up the interview guide on the OHR webpage for Managers to find a list of legally acceptable interview questions and an Interview Grid.
d. Departments must maintain documentation of the interview process in their department files for three years, unless instructed otherwise by general counsel. Set up a folder on the shared drive and save all documents.

e. Departments MUST document their decisions on all candidates using ZHRAPPUPDATE.
   i. Do not “Reject” any candidates until after the job closes—they will be sent an automated email stating that they have been rejected and often get upset if they are not chosen and the job is still open.
   ii. Departments must have the “Employee Disclosure/Certification and Employment of Family Members” form completed and approved prior to making a job offer. Please send the form to the Office of Human Resources – Records.
   iii. Have the applicant complete the Reference Check and Education Authorization form using this link:
   iv. Have the applicant complete a Background Check request form, if applicable.
   v. Send your top candidate for a drug test, if applicable.

8. Check at least three references, using the signed Reference Check Form.

9. Obtain results from background/reference/drug test and determine the applicant you would like to hire.

10. Submit OHR Actions Request for review by Recruitment and OHR Compensation before making an employment offer.
    a. Identify if the chosen applicant is a new hire, rehire, or transfer/promotion.
    b. If chosen applicant is a transfer or promotion, it is best to start them at the beginning of the pay cycle for the position.

11. Call the chosen applicant and make an offer.

12. Confirm the applicant’s start date and delimit the remaining applicants.

13. Send an offer letter with salary and start date. Please remember the applicant has 48 hours from the date of receiving the letter to sign and return the offer letter.

14. If the offer is accepted, register the person for orientation using SAP transaction PV00.

15. Email your new employee the following links:
    a. Payroll Packet - http://hr.uams.edu/forms/manager/ - please select the appropriate payroll packet to email to your employee. Also, please have your employee read and complete their portion of the forms prior to arriving for their first day of work.
    b. Benefits Package
    c. Parking Application.
16. Please include in your email the following information:
   a. A list of supplies/documents they will need their first day, including:
      i. The packets that they were sent.
      ii. Two forms of official, unexpired IDs for the I-9. For examples of acceptable forms of identification, please click on this link: http://hr.uams.edu/files/2013/04/I-9-Expires-2016.pdf
      iii. A voided check or deposit slip to set up direct deposit, because UAMS requires all employees to participate in direct deposit.
      iv. A copy of his or her shot records to complete the new employee health screening process.
      v. SSN, dates of birth and addresses for any dependents/spouse they plan to add to insurance or as beneficiaries.
      vi. Pen and paper for notes

   b. Department information:
      i. UAMS Dress Code for your area.
      ii. Organizational Chart for your area.
      iii. Manager’s Name and contact information, alternate’s name and contact information.
      iv. Details of where and when to meet on the first day.
      v. The employee’s schedule, the name of the employee’s department mentor, and the dates they will attend New Hire Orientation.

17. To ensure a smooth onboarding of the employee by your department we strongly encourage the following:
   a. Schedule a meeting with the new employee and the department manager/director;
   b. Complete department portion of the new hire paperwork;
   c. Have your new employee complete the online Confidentiality Form for IT to provide access to computers and email;
   d. Provide employee with work hours and how to request leave;
   e. Department etiquette such as scheduling breaks/lunches, where to eat or get snacks;
   f. Introduce employee to coworkers;
   g. Schedule a tour of the area and remember to introduce employee to people he or she will have frequent contact with in the performance of their duties;

18. Develop a training plan for the new employee, listing the classes they will need to take, people they will be working with to learn different aspect of the job, and dates they will meet with the department manager to discuss their progress and any areas of opportunity.
19. For employees that will be relocating to your area, contact the local Chamber of Commerce and obtain maps and brochures of your area.
20. Obtain signature permission card for keys to the area for the employee.
21. Schedule a 90 day evaluation with supervisor.