

Hiring Authority Checklist

The Hiring Authority is the person who ultimately makes the hiring decision based on the Form 4 recommendations, and makes an offer of employment to the selected employee based on the completed Form 5 "Offer of Appointment." The Hiring Authority is commonly the one who phones the employee to make a verbal offer, unless they delegate this task to the Appropriate Administrator.

Please complete following items as thoroughly as possible to ensure a smooth and welcoming transition for the new employee.

Employee Information

Name: _____ Supervisor/Lead: _____
Position: _____ Administrator: _____
Start Date: _____ Dept. Contact: _____

Preparing for Appointment

- Assign a Department Contact**

When a new employee is recruited, the Hiring Authority may identify a Department Contact to serve as the point of contact for the new employee and to provide support to the new employee's Appropriate Administrator and/or Lead. The Department Contact also assists with new employee documentation and monitors the onboarding process on behalf of the department.

The Hiring Authority should communicate with the Department Contact's supervisor, and with the Appropriate Administrator and/or Lead, to establish expectations for this role.

This checklist item may be a shared responsibility between the following roles: Hiring Authority and Appropriate Administrator and/or Lead.
- Complete Form 5**

The department should order the Accurate Background Check when submitting the Form 5.

Form 5 must be approved prior to the job offer. There are two versions of the form that may be used: *'Offer of Appointment - Within 5% of Minimum Range'* or *'Request to Vice President to Offer Appointment - Over 5% of Minimum Range.'*

The Hiring Authority may approve the 'Within 5%' form, and then proceed to the verbal offer. Human Resources & Academic Personnel Services (HRAPS) and VP approval are required for the 'Over 5%' form.

The Hiring Authority should identify the Department Contact on Form 5, if one has been assigned.

This checklist item may be a shared responsibility between the following roles: Hiring Authority, Appropriate Administrator and/or Lead, and Department Contact.

HUMBOLDT STATE UNIVERSITY

- **Offer the position**

The Hiring Authority is responsible for making the verbal offer of employment after *Form 5* has been approved. Critical information must be communicated during the offer conversation to facilitate ongoing communication and to provide HRAPS with necessary details for the Appointment Letter:

 - Establish a start date
 - Establish salary
 - Provide employee with Department Contact information
 - Discuss moving reimbursement allowance, if applicable
 - Verify employee's preferred e-mail address
 - Verify employee's current mailing address
 - Explain the significance of the Appointment Letter and discuss the expected timeframe for the Letter's prompt return
 - Inform employee of requirement to complete sign-up documents in HRAPS on or before first day of work

-
- **Provide HRAPS with hire details**

In order to draft the Appointment Letter, HRAPS (david.hickcox@humboldt.edu and nicole.log@humboldt.edu) must be advised of the following details via e-mail:

 - Effective start date
 - Supervisor/Lead Worker
 - Appropriate Administrator
 - Moving reimbursement allowance, if applicable
 - Salary
 - Employee's current mailing address
 - Employee's preferred e-mail address

The Hiring Authority should notify the Appropriate Administrator and/or Lead, and the Department Contact when the verbal offer has been accepted and the hire details have been submitted to HRAPS.

This checklist item may be a shared responsibility between the following roles: Hiring Authority, Appropriate Administrator and/or Lead, and Department Contact.

-
- **Appointment Letter follow-up**

HRAPS notifies the Hiring Authority or proxy and/or the Department Contact when Appointment Letter is signed and returned to HRAPS. The Department Contact may also check in with HRAPS to find out if the Appointment Letter has been received.

If the Appointment Letter has not been returned within the expected timeframe, the Department Contact should consult with the Hiring Authority to determine who will reach out to the new employee for follow-up, and in what format.

This checklist item may be a shared responsibility between the following roles: HRAPS, Hiring Authority and Department Contact.