NON-EXEMPT HIRING (REPLACEMENT POSITION)  
PROCEDURE AND CHECK SHEET  

POSITION OF __________________________________________

Please check as each item is completed.

1. **Receipt of written resignation** – (ask sector VP when he wishes to be involved in the hiring process)
   - _____ Receive written resignation; forward to HR office

2. **Position Announcement**
   - _____ Review current organizational structure within office and/or Department to determine whether or not structure and/or task assignment changes should be considered
   - _____ Review current position description and make any updates as to Essential Functions, Requirements, and FTE
   - _____ Inform HR office to whom application packets are to be sent
   - _____ Establish interview committee

3. **Advertising**
   - _____ Human Resource office will format, place announcement on NNU’s Employment Opportunities web page, and send a campus-wide notice of position opening
   - _____ Additional advertising placement and expense is the responsibility of individual offices

4. **Application Packets**
   - _____ All application packets will be sent to the Human Resources office to be copied and immediately sent to the Hiring Office as designated in Step #2 above (HR will contact any applicants who are current employees to determine whether or not the individual will notify the applicable Supervisor or if HR will notify the supervisor)

5. **Interviews**
   - _____ Review interview guidelines and access interview tools on the Supervisor’s HR website
   - _____ Hiring office will arrange and conduct interviews
   - _____ Contact all References (same person does all contacts for consistency)
   - _____ Complete Staff Affirmative Action document (found on the Supervisor’s HR site) as interviews are conducted
     (No offer or implied offer of employment or any promises of benefits are to be made until approval process has been complete and notice of approval has been received)

6. **Hiring Approval Process**
   - _____ Forward applications and Staff Affirmative Action document to sector VP
   - _____ Forward applications and Staff Affirmative Action document (including sector VP’s signature) to Human Resource office
   - _____ Human Resource office will calculate salary and acquire approval from Affirmative Action Officer and VP for Financial Affairs

7. **Offer to Candidate**
   - _____ Human Resource office will inform the hiring office of salary and approval to offer the position
   - _____ Hiring Office makes offer of employment
   - _____ If the candidate accepts the employment offer (verbally or in writing), the Hiring Office will immediately advise the Human Resource office of intended start date
   - _____ The Hiring Office contacts the Human Resource office to set an appointment for the first day of employment for orientation and benefits presentation

8. **Final Steps**
   - _____ the Hiring Office will immediately notify all interviewees to let them know that the position has been filled
   - _____ the Hiring Office will either destroy all application materials or send them to the Human Resource office to be destroyed