



STAFF HIRING PROCESS

LSUHSC, N.O. SCHOOL OF PUBLIC HEALTH

BUSINESS OFFICE PRESENTATION

Amee Barattini, MBA
Assistant Dean for Finance
and Administration

O
v
e
r
v
i
e
w



CREATING POSITION DESCRIPTIONS

- What is/are the funding sources?



- Justification: Why does the position need to be filled/refilled?
- Position Summary: Overview of the major responsibilities of the position. Matches the published job posting.

POSITION DESCRIPTIONS – POSITION RESPONSIBILITIES

Duties and Responsibilities

- Includes the major performance requirements, not every detail
- Assign effort for each section between 5% and 40%
- Leave 5% for “Other duties as assigned”



- Use action words

(https://www.lsuhs.edu/administration/hrm/docs/Action%20Verbs_PD%20Aide.pdf)

- Seek guidance from business staff and/or Human Resources to help with wording and editing

POSITION DESCRIPTIONS – MINIMUM QUALIFICATIONS

- Education level
- Field(s) of study
- Years of experience
- Certifications/licenses

Stricter qualifications will narrow your job pool versus less strict qualifications which will broaden your applicant pool.

Some items may be better placed as preferred qualifications.

POSITION DESCRIPTIONS – KSAS & PHYSICAL AND MENTAL DEMANDS

- Include what Knowledge, Skills, and Abilities are needed
- Can use reference on HR website as a guide
- Must complete the Physical and Mental Demands for compliance with the Americans with Disabilities Act

APPROVAL PROCESS TO FILL A POSITION

Business Staff submits position description and position request form

Dean's Office Approves

HR Compensation reviews and assigns salary grade

Chancellor Approves

HR Compensation updates approved information and informs business staff of approval

ADVERTISING



Posting is submitted by business staff to Human Resources. It is then reviewed and approved by HR and posted to the LSUHSC Career Opportunities site. <https://lsuhsc.peopleadmin.com/>

- CANNOT POST externally until approval is received!
- Ad must post in at least one external location and must post for 14 calendar days.
- Applicants must apply via the LSUHSC Career Opportunities site.

INTERVIEW PROCESS



Potentially will include:

- Phone Screening/Phone Interviews
- In person interviews with an individual or a committee

Resources are available if hiring manager needs help developing interviewing questions

Should interview a sufficient number of qualified candidates to ensure competitiveness in the recruitment process.

Must notify the business staff of the selected candidate, the desired salary amount, and provide disposition codes for candidates who were not selected.

APPROVAL PROCESS TO HIRE SELECTED CANDIDATE

Business Staff submits hiring proposal, salary offer request, and disposition codes

HR Talent Acquisition approves and provides salary offer range recommendation

HR Compensation may review if consulted by Talent Acquisition

Dean's Office approves salary recommendation and informs business staff of approval

Hiring Manager verbally offers the job and if accepted a letter of offer is prepared for the selected candidate

SELECTED CANDIDATES' RESPONSIBILITIES

- Complete all new hire paperwork
- Submits information as requested for background check
- Complete drug testing process
- Submits information as requested for electronic I-9
- Provides approval for educational background check and/or official transcripts

FINAL APPROVALS



Completed paperwork with a copy of the hiring proposal form is submitted to Human Resources

Human Resources approves, then the Chancellor's Office approves

New hire information entered into HR system