

CLASSIFIED POSITION BECOMES VACANT

- Supervisor reviews job description for possible changes – get with HRM if changes are needed.
- The SF3 has to be current to post job. If it's not, an SF3 will be sent to you to review.
- Complete Request to Fill Vacancy form for approval from administration to fill position.
- After approved by Budget, VC and Chancellor, HRM will begin advertising on LaCareers and Workday.
- After the position closes, HRM will forward a list of eligible applicants through Workday.
- Supervisor then interviews their selections. *For each person selected the interview dates and times need to be sent to HRM as well.*
- Supervisor (or HRM by request) will make tentative job offer (pending background check). HRM will set the salary, and work with you to get a pending hire date.
- At that point, another memo needs to be submitted by the department to administration requesting the specific person with title, pay, program number and effective date of hire.
- Candidates will need to be dispositioned out of the Workday requisition once hire is finalized.

On or before employees' first day of hire they need to meet with an employee in HRM to begin paperwork, turn in a picture ID and Social Security card, and sign the contract letter which is provided by HRM.