FACULTY POSITION HIRING PROCEDURES

- Supervisor reviews job description for possible changes – get with HRM if changes are needed.
- Supervisor completes Request to Fill Vacancy or Create New Position form for approval from administration to fill position.
- HRM will contact you when approved memo is received and HRM will begin advertising on LSUA website, etc. Provide send HRM a copy of the position requirements and application requirements (such as resume, 3 letters of recommendation, English Fluency and all official transcripts)
- Applicants apply through Workday and the hiring manager will have access to them.

Workday recruiting process
1: Decline any candidate you aren't interested in.
2: Once an interview is set (you can call or email them to set interviews), let HRM know the date of the interview and send those candidates back to HRM in Workday. The analyst will input the date of the interview and send them back to you to rate the interview. Department and Vice Chancellor/Chancellor then interviews their selections.
3. Once you have selected a candidate for hire, contact the HR Analyst. You can offer them the position pending a background check.
4. Once you have hired a candidate you can send all the remaining candidates back in Workday with – not interested.

After the background check is completed, the hire memo needs to be submitted to administration requesting the specific person with title, salary, PG number and effective date of hire. Please include applicant's mailing address so the contract letter can be completed by the Chancellor's office.

- Upon hire, HRM will need a copy of their resume, 3 letters of recommendation, English Fluency and all official transcripts.

HRM will need a copy of their job description and an updated organization chart.

On or before employees first day of hire, the new hire will need to go to HRM to complete retirement paperwork with a picture ID and Social Security card.