

1 Fill a Vacancy

- Analyze/discuss needs for position with hiring manager; rewrite/update job description
- Create a PFAV in HRS
- Compensation reviews the PFAV and sends to the Chancellor for approval
- Load position into the Applicant Tracking System
- Begin editing your ad and discussing advertising options with your Staff Partner
- Chancellor sends PFAV to System for approval to fill
- System approves and Compensation releases to advertise

2 Advertising

- Review the job description
- Include standard advertising requirements
- Approve the wording of the ad based on the information entered in ATS
- Approve advertising periodicals
- Approve timing
- Determine whether a search committee should be utilized
- Appoint the committee and develop its charge

3 Review of Applications

- Staff Partner reviews applications for qualified applicants based on position requirements and preferred qualifications as requested by department. *Unclassified applications are automatically under department review.
- Position is closed and Staff Partner releases applications to department
- Departments review applications
- Departments select applicants to interview

4 Interviewing Candidates

- Formulate behavioral based interview questions *HRM has a bank to choose from if needed.
- Schedule interviews
- Conduct interviews
- Conduct reference checks for top candidates

5 Select a Candidate

- Rank candidates based on information collected using a number scale or other documented ranking mechanism
- Select the best candidate

6 Offer the Position

- Recommend candidate for Hire in ATS
- Submit and save the Hiring Proposal information in ATS
- Compensation must review the offer for the position. *If a 6.5G is needed, send directly to Compensation.
- After the recommendation for hire is approved, HR will send the approval to the department and begin background check.
- Contact the selected candidate and offer terms contingent upon a successful background check
- Relocation packages offered depending on the budget of the hiring department
- Agree on timing for candidate to accept offer

7 Fill Position

- Candidate accepts offer and agrees on a start date
- The background check must be completed prior to the start date
- Notify and decline other applicants via phone or through ATS email
- Load candidate into HRS
- Send candidate LSU ID and temporary password to myLSU

8 Orientation

- Send all LSU employees to Orientation
- Have employees sign up through myLSU with their PAWS ID
- Complete new hire documents online