

FINAL

HUMAN RESOURCES HIRING PROCEDURE

Purpose: The Division Director and the CIO must approve all hires. Once approval is given, Human Resources follow the procedure for internal and external new hires.

Procedure:**Procedure for internal hires**

Step	Action
1.	Gather materials: <ul style="list-style-type: none"> • Application (with original candidate signature) • Approval email from CIO
2.	Once approval is received, HR Admin Asst creates HR Data Form using information from Hiring Manager (i.e. hire date) and LIS system.
3.	Give hardcopy of HR Data Form to Director, Bureau of Finance & Administration for approval and signature
4.	Access LIS and determine the DoIT employee's current labor grade and step. HR Admin Asst creates a New Hire letter (internal). Determine new step and include new bi-weekly and annual salary on hire letter.
5.	Sends Hire letter to employee and contact employee to complete a Criminal Record Background Form.
6.	Create folder and include the following "Checklist of Hires". <ul style="list-style-type: none"> • Authorization to Hire - RCB • Financial Approval • Waiver Doc/DAS Approval for NON-GENERAL FUND Pos • Step Increment from DOP (if appl) • Original Application Signed & Dated • Offer Letter • HR Form • Criminal Record Background Form • Email to Mgr Verifying HR Data • SJD to Manager • HB 1506 (if appl) • HR Form to LD <p><i>Set folder aside until signed HR Data Form is returned.</i></p>
7.	Once HR Data Form is signed and returned, include in new hire folder and give to HR Coordinator for processing.

Procedure for external hires

Step	Action							
1.	<table border="1"> <thead> <tr> <th data-bbox="537 401 1094 432">If requesting to hire above the minimum...</th> <th data-bbox="1099 401 1414 432">If hiring at step 1...</th> </tr> </thead> <tbody> <tr> <td data-bbox="537 438 1094 558">Confirm CIO has approved step and ask hiring manager to provide a justification. Send e-mail to DOP (Jo An Bunten for steps 2-5, Director of Personnel for above step 5).</td> <td data-bbox="1099 438 1414 558">Proceed to step 2.</td> </tr> <tr> <td data-bbox="537 564 1094 590">Once DOP faxes approval, proceed to step 2.</td> <td data-bbox="1099 564 1414 590"></td> </tr> </tbody> </table>	If requesting to hire above the minimum...	If hiring at step 1...	Confirm CIO has approved step and ask hiring manager to provide a justification. Send e-mail to DOP (Jo An Bunten for steps 2-5, Director of Personnel for above step 5).	Proceed to step 2.	Once DOP faxes approval, proceed to step 2.		
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2.	HR Admin Asst creates HR Data Form using information from Hiring Manager (i.e. hire date) and LIS system.							
3.	Give hardcopy of HR Data Form to Director, Bureau of Finance & Administration for approval and signature.							
4.	HR Admin Asst creates a New Hire letter (external). Include salary information as well as information regarding completing new hire paperwork.							
5.	Sends Hire letter to employee and contact employee to complete a Criminal Record Background Form.							
6.	<p>Create folder and include the following "Checklist of Hires".</p> <ul style="list-style-type: none"> • Authorization to Hire - RCB • Financial Approval • Waiver Doc/DAS Approval for NON-GENERAL FUND Pos • Step Increment from DOP (if appl) • Original Application Signed & Dated • Offer Letter • HR Form • Criminal Record Background Form • Email to Mgr Verifying HR Data • SJD to Manager • HB 1506 (if appl) • HR Form to LD <p><i>Set folder aside until signed HR Data Form is returned.</i></p>							
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