

Part-Time Worker Hiring Process Checklist

Comprehensive overview of the Non-Benefited hiring process

Hiring teams will only need to take action on the steps that are **highlighted**. A Human Resources Staffing Partner must take action on the steps that are not highlighted.

☐ Step 1: Determine the Position Number *(Hiring Team take action)*

To determine correct position number, see [Determining Non-Benefited Position Numbers](#) page

- To determine position number, combine the 2-letter position type + department organization code (see [Chart of Accounts](#) for organization code)
 - Example:
 - Position Type = Hourly, Non-Benefited (HN)
 - Department-Campus Recreation (31013),
- = HN + 31013 = Position number: **HN31013**

If the necessary position number isn't populating in HCM, contact HR Classification & Compensation to activate position number at 307-766-5056 or 307-766-5057.

☐ Step 2: Create a Requisition *(Hiring Team take action)*

For more in-depth look at process, see [Creating a Job Requisition for a Non-Benefited Position](#) QRG

For this step you will need:

-position number (see Step 1: Determine the Position Number)

-title of position

-number of openings needed

-names of Hiring Team/collaborators/search committee members

-if background check/MVR is required

-pay basis amount (hourly or salary amount for pay)

-funding information (funding string)

-working hours per week

-if student position (y/n)

-job description that includes job duties, minimum qualifications, and desired qualifications for the position

- Hiring Manger/Hiring Manager Assistant creates requisition in HCM including information listed above.

- Once all information is entered, select “Save and Close” – requisition routes to HR for review.

❑ **Step 3: HR Reviews Requisition** *(Staffing Partner take action only)*

- Staffing Partner will review information in requisition draft and reach out to Hiring Team if they have questions or need information prior to submission.
- Staffing Partner will submit requisition for department approval once all missing or unclear details have been addressed.

❑ **Step 4: Job Formatting (Posting Job)** *(Staffing Partner take action only)*

- Once requisition is approved, Staffing Partner will post position on UW’s job site and notify Hiring Team. Staffing Partner will send posting expiration date, application link, and additional information on job posting to Hiring Team.

*Helpful tip: If you mark ‘yes’ for “Student Position” under the *Details* section in the requisition, HR will post the position to Handshake. All UW students have access to this platform and can be a good way to garner more applicants. For more information, see [Where Does HR Post Jobs](#).

❑ **Step 5: Screen Applicants & Conduct Interviews** *(Hiring Team take action)*

- Once the job posting has reached a minimum posting time (14 days), Hiring Team reviews all applicant materials and questionnaires to determine who qualifies (see step 2 & 3 of [Non-Benefited Candidate Selection Process & Offer](#) QRG)
- Hiring Team conducts interviews with qualified candidates and decides who to hire (see step 4 & 5 of [Non-Benefited Candidate Selection Process & Offer](#) QRG)

❑ **Step 6: Verbal Offer and Proceed to Written Offer** *(Hiring Team take action)*

- Extend verbal offer to top candidate (agree on hourly pay rate, start date, etc. Don’t forget to mention the required completion of a form I-9 upon hire, noting the required documents to complete the Form I-9. For more information, review the [Electronic Form I-9 page](#))
- Move the candidate into the appropriate statuses to document the process (example: Screen, Proceed to Interview; Interview, Interview Successful; Verbal Offer, Proceed to Written Offer) (see step 4 & 5 of [Non-Benefited Candidate Selection Process & Offer](#) QRG)
- The Staffing Partner will review the search progress, kick off any applicable background and/or MVR checks, and will move the candidate into *Offer to be Created* phase in HCM for your next step.

❑ **Step 7: Draft Written Offer** *(Hiring Team take action)*

For more in-depth look at process, see [Non-Benefited Candidate Selection Process & Offer](#) QRG, start with Step 7

For this step you will need:

-employee's start date (date of first day of work for pay)

-worker category = *Unclassified*

-working hours per week

-hourly or salary amount to be paid

-other compensation, if applicable

-completed & signed funding form for the offer attachments section (if this is NOT completed at this time, the Hiring Team may email the executed funding form to payroll1@uwyo.edu.)

-end date (only applicable if working more than 20 hours/week, or being paid a salary amount - maximum time allowed is 6 months)

- Draft written offer in system
- When done, select **SAVE & CLOSE**, offer draft routes to HR for review. Do not click Submit.

Step 8: HR Reviews Offer (Staffing Partner take action only)

- Staffing Partner will review information in offer draft and add required HR details. Staffing Partner will reach out to Hiring Team if they have questions or need information
- Background checks & MVRs are initiated on new hire, if applicable, and not previously initiated
- Staffing Partner will submit offer for department approval

Step 9: Extending & Accepting Offer on Behalf (Staffing Partner take action only)

- Once the formal offer has been approved, a Staffing Partner will extend the offer to the direct hire electronically for their records. The Staffing Partner will accept the offer on behalf of direct hire based on the current business process.

Step 10: Move to HR (Staffing Partner take action only)

- The Staffing Partner will submit the hire for processing, once all details to finalize the hire are in place. Final step in the recruiting process.