Checklist for Filling Non-Faculty Positions

- Complete a *HRM-5, Recruitment Request Form, and submit it to the employment area of Human Resource Services (HRS), EAD-280.

- The *HRM-5 must be submitted to HRS by 12:00 p.m. on Thursday, to be posted the next week.

- All positions must be posted for at least 5 working days.

- HRS will post the position in the Career Opportunities Bulletin and on the health science center’s web page.

- If a department wishes to advertise in a newspaper, journal or on a Internet job posting service, the ad and purchase order must be coordinated through HRS to ensure compliance with EEO and health science center standards.

- HRS will screen all applicants for the position and refer only applicants who meet the stated minimum requirements.

- Departments need only to interview those applicants whose qualifications most closely match the specific essential functions of the job. All referred applicants are to be considered.

- Please notify the appropriate HRS recruiter via email to close the position. The position will be closed at 5:00 p.m. on the day the recruiter is notified. All applications received up to that time must be considered. Note: Once a position is closed a new *HRM-5 must be completed to repost the position. All applicants referred during the posting period will need to be returned to Human Resource Services.

- When a selection is made, the employing department is required to verify at least two previous employers. Complete the *HRM-22, Employment/Education Verification Form(s).

- If there is an education requirement, request a transcript or diploma from the applicant.

- If the position requires professional certification(s), request documentation from the applicant.

- Complete an Applicant Routing Sheet, *HRM-13, for each applicant including justification for the selection or non-selection of applicants. Return the completed applicant routing packet to the appropriate HRS recruiter.

  Applicant Routing Packet Contains:
  
  - All *HRM-13’s (Applicant Routing Sheets with applicants’/resumes/ASE forms attached, completed and signed.)
  - *HRM-22’s (Employment/Education History Verification Forms for applicant chosen.)
  - Documentation of professional certifications and/or affiliations and copies of official transcripts or diploma if education/degrees are requirements for the position and/or the justification of selection.
  - Any other information collected during the pre-employment screening process and/or interview.

After review of the documentation and justification for selection, an offer of employment will be made by HRS. Remember only HRS can make job offers and only after the completed packet has been returned.

- The department is responsible for contacting applicants who were not selected. Contact HRS for the guidance in this process. A sample "*Rejection Letter" can be found on the HRS web page.

*Form can be printed off the HRS Website: http://www.hsc.unt.edu/Departments/Hrs/hr.html