

## **Recruitment Process: Hourly Staff**

Revised: 7/20/05

### **Approvals to Interview**

Submit the incumbent's resignation letter, including the employee's last day.

Submit a completed "Request to Hire – Hourly" form (on StaffWeb as "Hourly Personnel Action Request Form," often referred to as "PAF"), including a proposed/basic wage rate (reviewed by LHRO and the Associate Dean).

Submit a brief job description (see sample) along with PAF that includes:

Job title  
Position number, if known  
Specific hours required, if any  
Short description of duties (phrases or brief sentences)  
Requirements (for example, willing to work alone, keyboarding skills, customer services, able to work with little supervision, foreign languages, specific software)  
Supervisor's name  
Department  
Room number  
Phone

### **Pre-interview Process**

Consult "Job Bank" binder for possible candidates. Application of proposed hiree must be on file prior to any hiring decision.

- Make copies of the applications for applicants to be interviewed.
- On the back of the original application which you copied, record your name and the date you copied the application.
- Return the Job Bank to LHRO within 1-2 days.

### **Offering the Position**

Submit a completed "Hourly Recruitment Summary Form," including expected beginning date. In general, the new employee cannot start until after the incumbent's last day. The Recruitment Summary Form should list all of the applicants called, emailed, or interviewed.

Advise new hiree to make an appointment with the Library Human Resources Assistant.

New employees may begin work *after* paperwork and training on timesheets (HourTrack or paper) are completed.

All new hourly employees are required to provide acceptable I-9 documentation (Social Security Card, passport, driver's license, etc.) *before* starting work.

Longer lead time is required for processing international student employees (appointment with campus Human Resources is required).

Library Human Resources Office personnel may find it necessary to adjust the beginning date, depending on availability and/or receipt of I-9 documents.

**Rejection Letters**

Notify (letter, email, or phone call) each interviewed applicant who was not hired.

## Hourly Staff Position Vacancy

**Date:** August 1, 2002  
**Position Title:** Library Clerical Assistant II  
**Position Number:** H58  
**Specific hours required:** Monday - Friday 10:00 A.M. - 2:00 P.M.

**Description of duties:** Maintains confidentiality of the Library Human Resources Office. Performs basic clerical duties, such as filing, photocopying, shredding, word processing, data entry, and answering telephone in absence of Library Human Resources Manager. Assists with the placement of work-study employees and instructs new employees on the completion of personnel forms; the use of the Libraries' time-keeping software HourTrack; and the use of the edit sheet. Assists with the processing of files. Distributes job applications to potential hourly employees and maintains the hourly job applications notebook. Delivers time-sensitive personnel documents for the Library Human Resources Office. Distributes pay checks to hourly and work-study employees on payday. Assists with research and special projects as assigned. Reports to the Library Human Resources Manager.

**Preferred Requirements:** Ability to maintain confidentiality in the workplace; familiarity with Word Perfect and MS Excel software; excellent communication skills and the ability to work well with a diverse clientele.

**Supervisor:** Kathy Riggle  
**Department:** Human Resources  
**Room number:** MULN 213A  
**Phone:** 575-3080