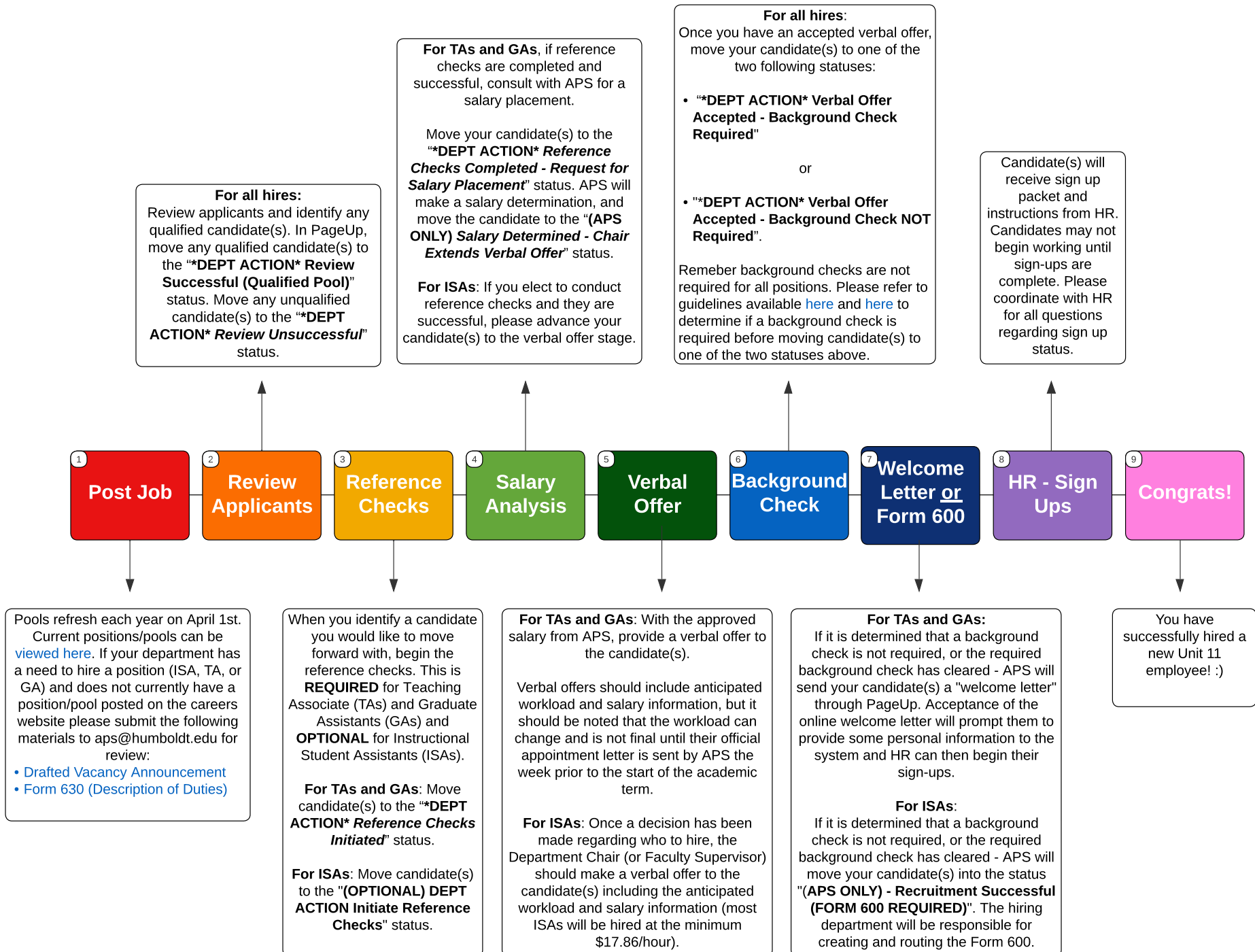


Steps for Hiring Unit 11 Employees



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- 1) Post a job/pool. Each year currently posted pools will refresh on April 1st. Current positions/pools can be [viewed here](#). If your department had a need to hire a position (ISA, TA, or GA) and does not currently have a position/pool posted on the careers website, please submit the following materials to aps@humboldt.edu for review:
 - a) [Drafted Vacancy Announcement](#)
 - b) [Form 630 \(Description of Duties\)](#)
- 2) **For all hires:** Review your applicants and identify qualified candidates. In PageUp, move your qualified candidate(s) to the **"**DEPT ACTION* Review Successful (Qualified Pool)"** statis. Move any unqualified candidate(s) to the **"**DEPT ACTION* Review Unsuccessful"** status. *Best practice is to go through your pool of applicants frequently to make sure you have evaluated all candidates by the time a need to hire arises.*
- 3) When you identify a candidate or candidates you would like to move forward with, begin the reference checks. This is **REQUIRED** for Teaching Associates (TAs) and Graduate Assistants (GAs) and is **OPTIONAL** for Instructional Student Assistants (ISAs).
 - a) **For TAs and GAs:** Move candidate(s) to the **"**DEPT ACTION* Reference Checks Initiated"** status in PageUp.
 - b) **For ISAs:** Move candidate(s) to the **"(OPTIONAL) DEPT ACTION Initiate Reference Checks"** status in PageUp.
- 4) **For TAs and GAs:** If reference checks are complete and successful, consult with APS for a salary placement. Move your candidate(s) to the **"**DEPT ACTION* Reference Checks Completed – Request for Salary Placement"** status in PageUp. APS will make a salary determination and move the candidate(s) to the **"(APS ONLY) Salary Determined – Chair Extends Verbal Offer"** status in PageUp.

For ISAs: If you elect to conduct reference checks and they are successful, please advance your candidate(s) to the verbal offer stage.
- 5) Verbal offers should include anticipated workload and salary information, but it should be noted that the workload can change and is not final until the official appointment document has been sent to them by APS closer to their appointment's start date.
 - a) **For TAs and GAs,** this will be the week before the academic term begins.
 - b) **For ISAs,** this will be as soon as possible, on or around their first anticipated day or work.
- 6) **For all hires:** Once you have an accepted verbal offer, move your candidate(s) to one of the two following statuses in PageUp:
 - a) **"**DEPT ACTION* Verbal Offer Accepted – Background Check Required"**
 - b) **"**DEPT ACTION* Verbal Offer Accepted – Background Check NOT Required"**

Remember background checks are not required for all student employment positions. Please refer to the guidelines available [here](#) and [here](#) to determine if a background check is required and which type may be required PRIOR to advancing your candidate(s). If you determine that a background check is required, you will need to address the **highlighted sections** in the email prompt in PageUp so APS can order the correct background check.

- 7) **For TAs and GAs:** If it is determined that a background check is NOT required, or the required background check has cleared – APS Will send your candidate(s) a "welcome letter" through PageUp. Acceptance of the online welcome letter will prompt them to provide some personal information to the system so HR can begin their sign-

ups. The hiring department will be responsible for creating the required contract information in PeopleSoft for each TA and/or GA hired for a given academic term. Information about creating contracts can be [located here](#).

For ISAs: If it is determined that a background check is NOT required, or the required background check has cleared – APS will move your candidate(s) to the “**(APS ONLY) Recruitment Successful (Form 600 REQUIRED)**” status in PageUp. The hiring department will be responsible for creating and routing the [Form 600 \(appointment request document\)](#) for each ISA hired for a given academic term.

- 8) Candidate will receive sign up packet and instructions from HR. Candidates may not begin working until sign-ups are complete. Please coordinate with HR for all questions regarding sign up status.
- 9) Congratulations! You have successfully hired a new Unit 11 employee 😊

Frequently Asked Questions

Q: *If I already have someone in mind to hire as an ISA, TA, or GA, do they still need to apply to the pool?*

A: Yes, all ISA, TA, and GA hires must apply to the departmental pool for which they are being hired each academic year.

Q: *For TAs and GAs: How many references do I need to have completed before I can move forward with a hire?*

A: A minimum of two (2) completed references are needed before moving forward to the next hiring step.

Q: If a faculty member is listed as a reference for an ISA, TA, or GA, do they need to obtain approval or feedback from Human Resources (HR) or Academic Personnel Services (APS) before providing a reference?

A: No, references provided in PageUp are considered personal references and do not need to be cleared by HR or APS before being completed.