

Hiring Manager Checklist Permanent Employees

Use this checklist when recruiting and onboarding a permanent employee. Please see the appropriate CBT and process map for information on the process.

PRE-SCE PROCESS MAP: CREATING THE POSITION (FOR REFERENCE)

- Check position description (update - if needed create): submit to SCE HR w/approval from: position's supervisor and next level supervisor.
- Submit Remedy ticket to with SCE IT about technology needs.
- Complete [PeopleAdmin Worksheet \(PAW\)](#), creates job posting/search committee, send to SCE HR.
- Have search committee review [pre-employment guidelines](#).
- Working with SCE HR attain OHR approval for interview pool (in PeopleAdmin).
- Conduct interviews (at least 3 applicants).
- Committee chooses Selected Applicant(s).
- Conduct reference check: may use [UNC General Reference Check Form \(request three; at least one complete response\)](#).
- Submit Hiring Package to SCE HR: rainbow form, references, selection/non-selection criteria, start date, application.
- SCE HR initiates Background Check: manager asks candidate to address CastleBranch email.

STAGE ONE: SELECTING THE PERSON

- Hiring Manager notifies SCE HR of final selection(s); SCE HR submits hiring proposal.

STAGE TWO: COMMITMENT AND WELCOMING

- Liaise with SCE HR about New Hire Welcome Email.
- Send welcome email to employee and copy to appropriate SCE Executive Director.

STAGE THREE: CONNECTING TO THE GRID

Manager has no responsibilities at this stage.

STAGE FOUR: CONNECTING TO THE TEAM

- Submit signed forms requesting [System Access \(BFS\)](#) for CC, InfoPorte, etc. through website and connections employee to team drives and relevant SharePoint sites.
- Establish plan for first week.
- Complete Performance Management Plan within employee's first 30 days.

STAGE FIVE: GETTING ACCESS AND TRAINING

- Review training needs with employee.