Temporary Lecturer Hiring Process Checklist

Comprehensive overview of the Temporary Lecturer hiring process

Hiring teams will only need to take action on the steps that are <mark>highlighted</mark>. 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)
  - o Example:
    - ▪ Position Type = Temporary Lecturer (*TL*)
    - ▪ Department-Communication & Journalism (*13141*),

      = *TL* + *13141* = Position number: **TL13141**

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 [Temporary Lecturer Direct Hire Process](#) QRG

For this step you will need:

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

-names of Hiring Team/collaborators

-name of direct hire and email (HR must have email in order to send direct hire application link)

-period of hire (semester/academic year)

-pay basis amount (Temporary Lecturer Total Pay for Period)

-funding information (funding string)

-total credit hours

-courses to be taught (must include course prefix, course title, course section, and credit hours)

-job description that includes job duties, and minimum qualifications

- 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 (Send Application Link)* *(Staffing Partner take action only)*
- Once requisition is approved, Staffing Partner will send private application link to direct hire and Hiring Team (position will not be posted and only those with application link can apply)
- Background checks initiated on direct hire, if applicable (are run every 3 years on Temporary Lecturers per current policy)

*FYI: Once direct hire has applied, they automatically go into *Offer to be Created* phase in HCM, so Hiring Teams can draft written offer as soon as they have applied

❑ *Step 5: Draft Written Offer* *(Hiring Team take action)*

For more in-depth look at process, see [Temporary Lecturer Direct Hire Process](#) QRG, start with Step 4

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 (based on credit hours taught)

-remote work percentage, if applicable

-monthly salary amount

-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)

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

❑ *Step 6: 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 and MVRs are initiated on direct hire, if applicable, and not previously initiated
- Staffing Partner will submit offer for department approval

❑ ***Step 7: 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 8: 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.