Human Resources Wrap Up Checklist

HR Administrators:

Follow the steps below before changing a requisition’s status to “Human Resources Wrap Up.”

□ Verify that the applicant’s profile or resume documents show that he/she meets the basic qualifications of the position.

□ Verify that the applicant completed his/her profile and answered all questions.
  o If the applicant is working at the University and receiving a UC paycheck, the answer to “Are you currently employed at The University of Chicago?” is “Yes.” Note: Applicants who are currently temporary or student employees should respond “No” to this question.
  o If the answer to “Have you ever been involuntarily terminated from The University of Chicago?” is “Yes,” call HR Staffing and Recruitment.
  o If the answer to “Are you able to demonstrate that you have the legal right to be employed in the U.S.?” is “No,” please contact the Office of International Affairs at 773-702-7752.

□ Verify that the applicant has
  o completed all assessments, if applicable
  o cleared the Background Check, if applicable
  o cleared the Drug Test, if applicable
  o cleared the BSD compliance screening, if applicable
  o cleared a Motor Vehicle Record (MVR) screening, if applicable

□ Verify that the salary offer follows union contract, if applicable

□ Send the selected applicant a written offer letter using online template (available electronically at http://hrservices.uchicago.edu/fpg/guides/managerstoolkit/index.shtml).

□ Change selected applicant’s status to “Hired.”

□ Dispense all other applicants using applicable “Not Hired” status and reason
  o Use “Not Hired-Send Letter” status to notify applicant
  o Select the most applicable reason

□ Change Job Status to “Closed.”

□ Complete the following fields in the “Hired Details” tab in UChicago Jobs:
  o Check Delivery Code
  o Action Code
  o Applicant Selected
  o Applicant SSN
  o Assign Begin Date/Hire Date
  o FAS Account Number(s) to be Charged
  o Rate/Amount
  o Complete UC Time information, if applicable
  o Extra Efforts – list extra steps taken other than posting in UChicago Jobs
  o Salary Exception Approved by HR Compensation?
  o Pay/Review Date

The employee’s start date should not precede the completion of required tests, a background check, drug test, or compliance screening. Also, the start date may not be within seven days of the posting date.