On-Call Hire (without a search) Checklist

The assignment of an employee whose appointment is not a part of the labor budget or regular work schedule of a unit and the employee is scheduled to work only on an "as needed" or "on-call" basis.

If you need assistance please contact your HR Talent Management (TM) Specialist at talentmanagement@stthomas.edu.

Items highlighted in yellow are the responsibility of the Hiring Official.

**Job Profile Evaluation**

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<th>Step</th>
<th>Description</th>
<th>Responsible Party</th>
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| 1.   | To obtain salary/budget information, provide the following information to the Compensation Office at compensation@stthomas.edu.  
- Organization code so that a position number can be assigned. On-Call position numbers start with “010XXX”.  
- Updated job profile for a current salary range.  
  - To create a new job profile, use the Job Profile template located on the Compensation Web Page. | Hiring Official |
| 2.   | Job profile received and budget/compensation information verified and completed.  
- Review and validate all aspects of the job profile.  
- Send final job profile and budget/compensation information to Hiring Official and copy the HR Specialists at talentmanagement@stthomas.edu.  
  - Final Job Profile version including modifications and revisions to original submission (i.e., position number, minimum qualifications)  
  - Position number  
  - Job title  
  - Market data (prorated if applicable)  
  - Index code | Compensation Office |

**Approval to Hire**

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<td>3.</td>
<td>Obtain approval from management via email. Include the purpose of the hire, budget and salary information and duration of assignment.</td>
<td>Hiring Official</td>
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**Hiring Process**

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| 4.   | Determine salary offer upon completion of the reference checks.  
- Consult with Sr. HR Partner to determine salary offer, taking into account hire’s competencies, education, experience, and internal equity.  
- The salary offer must be within the approved hiring range. UST will not pay below the hiring range. | Hiring Official/Sr. HR Partner |
| 5.   | Extend the verbal offer.  
- Communicate to candidate that employment is contingent upon the successful completion of new hire paperwork including a background screen and Form I-9 employment eligibility work authorization, as applicable  
- Utilize the Managers Checklist for Completing the Hiring Process for next steps and helpful suggestions on how to welcome a new employee. | Hiring Official |
| 6.   | After verbal offer has been accepted:  
- Submit an Employee Action Form (EAF). Your HR Talent Management Specialist uses this to start the on-boarding process (e.g., background screen, offer letter, new hire paperwork, and email/account activation).  
  - Last Day Anticipated To Work should be left blank  
  - FTE should be filled in with N/A  
  - Position Title should include “On-Call”.  
  - Include new employee’s email in comments section of EAF.  
- Background check must be cleared and new hire paperwork completed before a UST ID number and email address can be assigned. We encourage new hires to complete new hire paperwork prior to their first day of work. | Hiring Official |
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| 7 | Send new hire an email regarding background screen, offer letter, and new hire paperwork.  
   | □ Initiate the background screen/pre-employment physicals and other job-related requirements, as applicable. | HR Talent Management      |
| 8 | As applicable, once HR receives and verifies necessary new hiring paperwork and background check is completed, send Welcome email to new hire, coping Hiring Official, detailing UST email activation and employee I.D. | HR Data Specialist        |
| 9 | Temporary employee is ready to work.                                 | Hiring Official           |