

## SUPERVISOR'S EMPLOYMENT PACKET

After you have been notified that a position has been approved and advertisement has begun, you will need to review the following checklist. This document will guide you through the advertisement, selection, and employment process. \*\*\*It is critical that you review this checklist before doing anything further with respect to filling the position.\*\*\* Each step listed must be completed.

### ADVERTISING

1. Contact HRM Employment for newspaper, journal or other web site advertisements. HRM will advertise in the following:

- HRM Announcements - paper copy posted in each AgCenter unit
- HRM web site [www.lsuagcenter.com](http://www.lsuagcenter.com)
- Other web sites:
  - Academic: [www.academickeys.com](http://www.academickeys.com)
  - Classified: [www.civilservice.louisiana.gov](http://www.civilservice.louisiana.gov)

NOTE: A job offer CANNOT be made until after the required advertisement period is passed and each step listed herein is completed.

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### BEFORE INTERVIEWING, READ STEPS #2-5

2. **Download appropriate Interview Form** Interviews should be conducted in accordance with standard AgCenter procedures described in the documents provided. Forms for review are:

- **The Interview and Selection Process** also includes:
  - Tips for a Successful Interview
  - EEO and Interview Process - DOs and DON'Ts
  - Sample Interview Questions
  - Acceptable Pre-employment Questions
- **Extension Agents** have specific instructions and form:
  - **Interview Selection Requirements for agents**
  - **Interview Form**
- In most cases, you will be using an interview team or search committee to fill the position. Each must receive a copy of the Interview & Selection Process. More information about committee is on the **Position Advertisement & Selection Record form**.

3. **Download Employment Screening Form** each person interviewed must complete the Employment Screening Form for a background check.

- Generally, ALL applicants except current AgCenter employees must be screened.
- Once you have completed interviews, send only the top applicant's form to AgCenter HRM.
- You will be contacted when the background check is complete that you may continue your offer process.
- **Do not make any verbal, written or implied offer until this step is completed.**

4. **Download Employment Eligibility Verification (I-9)** Individuals who are not either U.S. citizens or permanent residents must have legal work authorization.

- It is not legal to ask only individuals who appear to be internationals whether they have work authorization. If this question is asked, it must be asked of all applicants.

- All employees, including U.S. citizens, are required by federal law to complete an I-9 form and provide original documents proving their identity and employment eligibility. The best way of ensuring compliance with this law without violating the rights of applicants is to show every applicant a copy of Form I-9. Advise them that if they are selected for the position, this form will have to be completed on their first day of employment and the supporting documents provided within three days in order for them to continue working.
- NOTE: If an international is the top candidate, contact Betty Mandeville immediately for assistance.

#### 5. Download Schedule of Benefits

- The prospective employee should be provided a copy of the "Schedule of Employee Benefits." (You may want reproduce and provide each applicant with a copy at the time of interview. There is also a link on the web at [www.lsuagcenter.com](http://www.lsuagcenter.com) > Job Opportunities.
- Since employee benefits may be part of the basis upon which the individual decides to accept or decline the position, it is important that he/she has the current employee benefits information.
- Providing the "Schedule of Benefits" protects both you and the AgCenter.

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### BEFORE MAKING (OR IMPLYING) A JOB OFFER, READ STEPS #6-9

#### 6. No verbal, written or implied offer of employment may be made prior to the completion of this checklist.

- The application deadline has passed.
- Make sure you have met all advertising requirements.
- You have interviewed all appropriate individuals.
- Send application package with any necessary documentation to HRM to verify eligibility.
- Send the completed Employment Screening Form for the top applicant.
- Check references, while the background check is being conducted.
- **If you are hiring an international** contact Betty Mandeville for assistance.

#### 7. Download Offer letter Classified offers are made verbally.

- AGENT
- ASSOCIATE
- INSTRUCTOR
- POSTDOCTORAL RESEARCHER
- PROFESSOR
- UNCLASSIFIED

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### AFTER AN OFFER HAS BEEN MADE AND ACCEPTED, READ STEPS #8 & 9.

#### 8. *Immediately* submit the following to HRM and prior to employment:

- Download PER2 When establishing an effective date, allow at least two weeks for approvals/processing if possible.
- Download Position Advertisement and Selection Record
- Download Employment Packet Request Form
- Load new employee in web directory (establishes email address)  
<https://www.lsuagcenter.net/agdirectory/>

- Download [Sample letter to applicant not selected for position](#) This would also be the time to send letters to applicants that were not selected.

#### 9. Download [Schedule of Benefits](#)

- During the interview process, the interviewees should have been provided a copy of the "Schedule of Employee Benefits," however you are encouraged to provide a copy to the prospective employee when the job offer is made. This protects both you and the AgCenter.
- If the offer is made in writing, a copy of the document should be attached to your letter.

**\*\*\*\*\*NOTE REQUIREMENTS WITH DATES AND/OR TIMELINES\*\*\*\*\***

#### 10. I-9, "Employment Eligibility Verification Form"

- This form is included in the Employment Packet; however, if that packet has not been received by the employee by the first day of employment, it must be downloaded and completed as stated below.
- As required by federal law, this form must be completed for all new employees.
- Section I of this form must be completed no later than the first day the employee starts work.
- The employee must be allowed a minimum of three work days, but no more than three work days to provide the documents needed for completion of Section II certification.
- You must ensure that Section II is fully completed by the end of the third work day.
- Remember to attach copies of the documents the employee provides for Section II and maintain any unit copies confidentially.

- 11. Download [New Employee Orientation Registration Form](#) This is for "regular" employees and is not applicable to temporary employees. However, if a temporary employee later changes to a regular appointment, he/she should participate in the appropriate orientation session at that time. [It is your responsibility to follow up that the employee participates in this program.](#)
- This orientation is mandatory
- The employee should attend the first monthly orientation which occurs following his/her employment. Employees who receive individual counseling need not attend the HRM session of the monthly orientation listed on the registration form agenda.

#### 12. Download [New Employee Orientation Checklist](#)

The unit should ensure that the attached New Employee Orientation Checklist 1, AgCenter Policies and Procedures, is completed and a copy forwarded to AgCenter HRM for the employee's file.

#### 13. Download [appropriate Performance Evaluation](#)

- The overall system and expectations should be discussed with the employee.
- Must complete Annual Activity Report and Performance Evaluation in accordance with guidelines
- [AGENT](#)
- [ASSOCIATE](#)
- [CLASSIFIED](#)
  - [ADMINISTRATIVE SUPPORT \(CLERICAL\)](#)
  - [GENERAL](#)
  - [NUTRITION EDUCATOR](#)
- [INSTRUCTOR](#)
- [POSTDOCTORAL RESEARCHER](#)

- [PROFESSOR](#)

14. **Download [Violence-Free Workplace Policy](#)**

- All new employees must be trained on AG CENTER PS-15, Violence-Free Workplace, within the first three months of employment.
- This should be completed by the unit head or an individual designated by the unit head.
- The training must cover the policy elements in PS-15, the general provisions of the AgCenter Violence-Free Workplace Plan, and general information on how to handle a violent or potentially-violent individual.
- A record of this training must be maintained in the unit's safety files.

**Supervisors should remember that since there can often be a period of several weeks to several months from the time a position is authorized to the time it is filled, it is possible some of the procedures or forms listed above may change by the time a new employee actually begins work.**

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