HIRING GUIDE FOR SUMMER CAMPS

To hire a temporary staff employee all hiring actions taken must be in accordance with UAP 33.99.01.P0.01 Employment Practices.

HIRE DATES

- Hires dates are the 1st and 15th of each month. If the 1st or 15th of the month falls on a weekend or holiday then the hire date is for the following business day after the weekend or holiday.

- Open Hiring Periods are offered the prior to the beginning of each peak Fall, Spring and Summer semester and last for a period of 30 calendar days. Open Hiring Period dates will be published as they are determined prior to the start of each semester.

- If staffing for the Summer Camp will need begin on a hire date that is not offered on a normal hire date as indicated above then department will need to coordinate with the Office of Human Resources to schedule a hire date that will meet the needs of the run dates for the Camp.

- Hiring departments that are conducting Summer Camps are encouraged to start the process as early as possible to allow for adequate time to complete the entire hiring process as listed below.

HIRING STEPS

Please use the steps below as a checklist and guide to help stay on track with the hiring process.

1. Before the hiring process may begin, the Summer Camp must first be registered and approved by Office of Space Management and Campus. Further details are available at: http://www.pvamu.edu/businessaffairs/space-management-and-camps/summer-camp/.

2. To begin the hiring process, the hiring department must complete the PDAQ (position description for a New Position Request or Update Position Request in the Position Management System via the PV TALENT System and route for approval. Only Summer Program Titles as listed in Appendix D of the University’s Compensation and Classification Plan may be used. NOTE: One PDAQ may be used for multiple temporary positions of the same title and responsibility.

3. Once the position description request has been finalized and approved by HR, the hiring department completes the Job Posting Request for the approved position description the Applicant Tracking System via the PV TALENT System and routes for approval. NOTE: No EEO related documents are required to be attached to the job posting. However, it is advisable that the hiring department documents the methodology by which the hires are selected.

4. Position(s) are posted by HR for applicants to apply.

5. Successful candidate(s) should have completed an online application via the PV TALENT Application System and should have met the minimum qualifications for the position being hired into.

6. Hiring Department’s Initiator changes the applicant statuses through the selection process to reflect the current phase of the selection process for the position. Please reference the PV TALENT Tutorial for Changing Applicant Workflow States for more details.

7. Upon identifying a successful candidate(s), hiring departments changes the applicant(s’) status to “Recommend for Hire”. NOTE: An offer of employment should not be extended to the successful candidate until Steps 8 – 9 below have been completed.
8. Hiring Department completes the Hiring Proposal(s) in the Applicant Tracking System via the PV TALENT System and routes to “HR for Hiring Documents Review” two weeks prior to the anticipated hire date as a preliminary HR review to ensure all hiring documents are accurate to proceed with hire.

9. Complete the documents below for attachment and/or inclusion with the Hiring Proposal.

- **Work Reference Checks**: Work reference checks must be from the hire’s previous employer(s) and date back to reflect the number of years that is consistent with the required experience for the position.

- **Confidential Release Form** to process the background check: Background checks are required for all new hires. If an previous employee has had a break in service to exceed 30 calendar days then hire is required to complete a background check. Summer Camp Hires **may not** begin working until a background check clearance has been received.

- **Email Account Request**: Necessary to set up new hires with a university employee logon profile, email account and to complete the necessary state mandated training.

- **Proposed Offer Letter**: Proposed offer prior to any signatures being obtained and extended to the hire. Proposed offer must be consistent with the temporary staff offer letter template provided on the HR website. **Summer Camp hires may not be offered more than the minimum hourly rate (non-exempt positions) or the minimum monthly salary (exempt) of the pay grade that the position is listed in the University’s Classification & Compensation Plan. Salaries for programs last less than a full pay period for exempt positions will need to be pro-rated to reflect a salary amount for the period of time to actually be worked.**

- **Blood Borne Pathogen (BBP) Personnel Exposure Assessment** – Form must be completed to show if hire’s position will expose him/her to blood borne pathogens. The top section of the form to include the Employee’s Name, DOB, Position Title, Work Phone Number, Department, Supervisor Name and responses to the questionnaire must be filled out and signed by the hire’s supervisor and attached to the Hiring Proposal. **NOTE: The employee will fill out the fields for the UIN, Email address and Personal Phone and sign the form at New Employee Orientation.**

10. HR reviews the Hiring Proposal with the above referenced attached documents. Upon HR approving the Hiring Proposal at the “HR for Hiring Documents Review” status, email notification will be sent to the hiring department to proceed with the following:

- Extend a verbal offer to the successful candidate
- Obtain the appropriate signatures and acceptance from the proposed hire on the offer letter
- Complete and process the EPA with the accepted offer attached
- Track the Hiring Proposal for the remaining approvals

**NOTE: There are two Hiring Proposal reviews done by HR. One at the “Hiring Documents for HR” and a “Final HR Review”.**

11. Both the EPA and the finalized Hiring Proposal must be received in HR 3 working days prior to the effective hire date.

12. New Employees are required to attend New Employee Orientation. The new hire will sent an email notification via the PV TALENT System confirming his/her approved hire and the detail for New Employee Orientation. **NOTE: A prospective hire will not be approved to attend New Employee Orientation until both the EPA and final Hiring Proposal have been approved by the Office of Human Resources.**

**Related Links:**
- Summer Camps
- PV TALENT Resources
- PV TALENT System
- PV TALENT Online Application System (Job Site)
- EEO Hiring Process
- Compensation & Classification Plan
- HR Forms