

USA Basic Science Recruitment and Onboarding Checklist
Office of Faculty Affairs

<input type="checkbox"/>	Identify department need for faculty recruitment	Chair/Dean
<input type="checkbox"/>	Complete Authorization for Faculty Recruitment (AFR) Form Attach advertisement Get approval signatures (Department Chair, Dr. Marymont) – OFA will route form after chair signs	Chair
<input type="checkbox"/>	OFA generates on-line position posting in USA PeopleAdmin and Higher Ed Jobs and notifies department	OFA
<input type="checkbox"/>	Advertising MUST be completed before interviews Department can add other advertisements to discipline-specific journals/sites All ads MUST include link to on-line application site (which is provided by OFA)	

	Chair's Recommendation letter and Faculty Action Request (FAR) Form	
<input type="checkbox"/>	Complete appointment PA	OFA
<input type="checkbox"/>	Routing of completed packet for approvals	OFA
<input type="checkbox"/>	Appointment letter issued - this letter must specify the official start date	COM Business Office
<input type="checkbox"/>	Appointment letter sent to Candidate	OFA
<input type="checkbox"/>	Candidate signs and returns appointment letter Completion of the appointment process NOTE – OFA cannot verify employment with lenders until the appointment process is complete.	Candidate
<input type="checkbox"/>	Obtain "Jag Account Number"; complete Banner detail	COM Business Office
<input type="checkbox"/>	Route signed PA form, signed appointment letter, and employee information forms to Human Resources	OFA
<input type="checkbox"/>	Department sets up for new faculty Order lab coats Office set up –computer, telephone, business cards, keys, etc.	Department
<input type="checkbox"/>	Set up meeting for new faculty with Marketing and Communications (in person or via telephone) Get picture made for website, info added to website, press release, etc. Department sends new faculty member online link to obtain parking pass	Department
<input type="checkbox"/>	Schedule Human Resources benefits meetings	OFA