

USD Administrator Appointment Process

This is the process to be completed once the top candidate is identified and a decision has been made to extend an offer. For information on the recruitment process, please refer to the HR web site under "Resources for Supervisors" at the guide, "Hiring: the Quick 4".

1. *Prior to making a job offer*, the hiring supervisor submits to Human Resources a copy of the application, completed reference checks, and the completed **"Proposal to Hire Form"**, listing:

- applicants interviewed
- proposed salary
- proposed start date
- other proposed offer information

In the Provost division, the supervisor also attaches the approved **"Administrator Appointment Form"**.

2. Human Resources reviews the proposed hire for:

- legal compliance
- compliance with USD policies and procedures
- completed reference checks
- appropriate salary
- candidate qualifications
- required approvals

This review must be completed prior to any verbal or written job offer.

3. Human Resources will contact the hiring department to discuss the pending offer. Normally, HR makes the offer, but occasionally HR determines that it is appropriate for the department to make the offer. In the case where the hiring supervisor makes the job offer, HR is available to review the benefits package with the candidate.
4. The offer is made by either HR or the supervisor, as agreed. If the offer is made by the hiring supervisor, once the verbal offer is accepted, the hiring supervisor notifies HR. HR drafts the **"Administrator Appointment Letter"** and emails it to the designated individual in the appropriate vice president's office. The vice president's office prints, signs and sends the letter to the new administrator.
5. When the new administrator returns the signed letter, the vice president's office sends a signed copy to HR for inclusion in the new administrator's personnel file.
6. HR sends a **"Welcome Letter"** to the new administrator, scheduling the new employee for Orientation and providing information about new hire paperwork, parking and other procedures. HR sends a copy of the **"Welcome Letter"** to the hiring supervisor, and a copy goes to the personnel file.

Attached: Sample Administrator Appointment Letter
 Sample Welcome Letter

*Human Resources
February 2006*