

## Hiring Personnel for Sponsored Projects

This guide outlines the steps on hiring personnel and students at LMU for a sponsored project.

<p><b>Hire a new staff member</b></p> <p><b>Human Resources</b>  Office Hours: M-F 8:00am-5:00pm  One LMU Drive, University Hall - Suite 1900  Los Angeles, CA 90045-2659</p> <p>Tracy Stewart, Senior Director  HRIS and Compensation,  <a href="mailto:Tracy.Stewart@lmu.edu">Tracy.Stewart@lmu.edu</a></p> <p>Pablo Ortega, HR Specialist  <a href="mailto:Pablo.Ortega@lmu.edu">Pablo.Ortega@lmu.edu</a></p>	<ol style="list-style-type: none"> <li>1. If no position exists, send the job description created and assessed for salary amounts during the submission process to the HR Compensation team to provide an updated compensation and classification.  *Do this immediately, as it can take a month or more to verify compensation and it is required to post the position in WorkDay. HR will enter the new position in WD so that you can create a position.</li> <li>2. Log into MyLMU and go to Workday, in the search bar type in "Create a position" and submit. This will then be processed through WD business protocols.</li> <li>3. After a position has been created in WD, you will need to then log into MyLMU and go to Workday and type in the search bar "Create a job requisition", navigate through the screens and submit. This will also be processed through WD business protocols. Throughout the process you will be prompted to the next task. This allows the position to post to Workday.</li> <li>4. HR Talent acquisition will be assigned to the position. HR will review the information and post it internally and externally as an open position. Once it is posted you will be sent a link to the position allowing you to post it more broadly in your professional societies and organizations.</li> <li>5. All applicant information will reside in WD recruitment under the 'job hub.'</li> <li>6. Once a finalist is selected, three reference checks must be completed using the telephone reference check form provided by talent acquisition.</li> <li>7. The talent acquisition representative from HR will negotiate a salary with the finalist and make the offer.</li> <li>8. Once the offer is accepted a background check is conducted.</li> <li>9. Establish a hire date with the candidate.</li> <li>10. New hires will complete onboarding within Workday and attend HR New Employee Orientation</li> </ol>
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	For additional HR hiring guides, go to <b>Workday Support &gt; HR Employee Self Service/Manager Self Service</b>
<b>Hire a student</b>  <b>Student Employment Services (SES)</b> Location: Malone Student Center Suite 355 Hours: Monday-Friday 9 a.m. - 4 p.m. Phone: 310.338.7606 Email: <a href="mailto:ses@lmu.edu">ses@lmu.edu</a>	<ol style="list-style-type: none"><li>1. Log in to the Workday to access the student employment job board.</li><li>2. See if the position you need is already listed on Workday, or create a <a href="#">new student job requisition</a>. If you do not have access to hire student employees in Workday, request to be assigned to your departments "student supervisory organization" to hire student employees. Please submit requests through <a href="#">HR ServiceNow</a></li><li>3. Students will apply for the position through Workday.</li><li>4. Review applications and choose the best candidate for the job.</li><li>5. Once you've selected a candidate, finalize the hiring process through Workday, including necessary paperwork and I-9 verification.</li></ol> <ul style="list-style-type: none"><li>- <a href="#">Initiate RAINS Hire in Workday</a></li><li>- <a href="#">Workday Terminology</a></li><li>- <a href="#">Resources for Supervisors</a></li><li>- <a href="#">LMU Student Employment Policies</a></li><li>- Supervisor Orientations are hosted by SES throughout the semester. Please reach out to SES for details.</li></ul> <p>For questions about the hiring process, reach out to Student Employment Services.</p>