S&E Hire Case Process Guidance

Note: Use the Case Cover Sheet template to construct the hire case.

STEP 1: Search Committee - Recommendation
(instructions to Search Committee Chair provided by the Senior/Recruiter)

Search Committee Chair

- Prepare the Search Committee Recommendation and forward to the Recruiter.
- Prepare the Statement of Referees' Affiliation and forward to the Recruiter.
- Forward one (1) sample letter of solicitation of references to the Recruiter.
- Forward all references to the Recruiter.

STEP 2: HR - Preparation for Division Staff Committee Review

Case Preparer

- Prepare the hire case according to the Case Cover Sheet template. (Ensure the case is complete and formatted correctly.)
- Send the case to the Senior/HR Division Partner for review.

Senior/HR Division Partner

- Review the hire case (and revise with the Recruiting Coordinator until complete).
- Send the hire case to the Division Staff Committee (DSC) Chair for review.

STEP 3: Division Staff Committee (DSC) - Review

Division Staff Committee

- Review the hire case prepared by the Search Committee.
- Ensure the hire case includes the open recruitment summary and that requirements for open recruitment have been met.
- Recommend for or against the proposed hire by signing the *Search Committee Chair Recommendation with All Approvals*.
- Return the signed case to the Senior/HR Division Partner.

Note: It is suggested that for Divisional Fellow, Senior Scientist/Engineer, and Senior Faculty Scientist/Engineer cases, a meeting is held with all Divisional Senior Staff to present the hire case and conduct a ballot, which is advisory to the Division Director.

Senior/HR Division Partner

- Prepare the salary recommendation in conjunction with Compensation and attach it to the case.
- Send the hire case to the Division Director then the ALD for sequential review.

STEP 4: Division Director and ALD - Review (sequential)

Division Director/ALD

- Review the hire case prepared by the Search Committee.
- Review the salary recommendation.
- Recommend for or against the proposed hire by signing the *Search Committee Chair Recommendation with All Approvals*.
- Return the signed case to the Senior/HR Division Partner.

Senior/HR Division Partner

- Remove the salary recommendation from the case.

STEP 5 (if applicable): Laboratory Staff Committee - Review
[For Divisional Fellow, Senior Scientist/Engineer, and Distinguished Scientist/Engineer positions only]

S&E Case Facilitator

- Submit the case to the Laboratory Staff Committee (LSC) Chair according to the current process.
- Add the LSC approval memo to the case once approved, or store electronically with the case.

STEP 6: Deputy Laboratory Director - Review
[For positions at the career Staff Scientist level and above]

Senior/HR Division Partner

- Send the packet for review using the S&E case submission process.

Deputy Laboratory Director

- Review the hire case prepared by the Search Committee.
- Recommend for or against the proposed hire by signing the *Search Committee Chair Recommendation with All Approvals*.
- Return the signed case to the Senior/HR Division Partner.

STEP 7 (if applicable): Laboratory Director - Review
[For Divisional Fellow, Senior Scientist/Engineer, Distinguished Scientist/Engineer positions only]

Deputy Laboratory Director's Office

- Submit the case to the Laboratory Directorate for the Laboratory Director's review.

Laboratory Director

- Review the hire case prepared by the Search Committee and the recommendation of the Laboratory Staff Committee.

- Recommend for or against the proposed hire by signing the *Search Committee Chair Recommendation with All Approvals*.
- Return the signed case to the Senior/HR Division Partner.

STEP 8: HR - Offer

<u>HR Division Partner</u>

- Re-attach the salary recommendation to the case.
- Send the approved case to the Recruiter and Recruitment Coordinator.

<u>Recruitment Coordinator</u>

- Enter the offer details.
- Attach the complete, approved hire case to the candidate's record in the Applicant Tracking System.

<u>Recruiter</u>

- Prepare the offer letter.
- Make a verbal offer to the candidate.
- Send the written letter to the candidate.