

NEXTSOURCE HRA CHECKLIST

HRA Responsibilities	Complete	Date Completed:
Creating the Position/Edit Position Restrictions/Create Requisition		
Creating the Position/Edit Position Restrictions		
<ul style="list-style-type: none"> ○ Answer the question “Are you willing to consider remote work outside the state of Louisiana?” as Yes 	<input type="checkbox"/>	Click or tap to enter a date.
Create Requisition (for WAEs and Transients)		
<ul style="list-style-type: none"> ○ Under Remote Type, click “Out of State” 	<input type="checkbox"/>	Click or tap to enter a date.
Recruitment Process		
<ul style="list-style-type: none"> ○ Hiring Manager moved them to Interview via their inbox 	<input type="checkbox"/>	Click or tap to enter a date.
<ul style="list-style-type: none"> ○ TA will review the candidate in the interview step. 	<input type="checkbox"/>	Click or tap to enter a date.
<p><i>If the candidate marks “No” that they are not willing to relocate, TA will leave a note on the candidate’s application. If the candidate has marked “Yes” or “N/A”, but in fact is not willing to relocate and will be a nextSource employee, this needs to be communicated to the TA partner so that they can track the nextSource process.</i></p>		
If candidate is a potential international candidate, please continue below. If not an international candidate, proceed to the third bullet point		
<ul style="list-style-type: none"> ○ TA partner will provide a form that will need to be filled out by the department. 	<input type="checkbox"/>	Click or tap to enter a date.
<ul style="list-style-type: none"> ○ Get with department to fill out the form and return it to your TA partner 	<input type="checkbox"/>	Click or tap to enter a date.
<p><i>Please note that some markups could go as high as 260% markup due to a country’s government employment laws.</i></p>		
<ul style="list-style-type: none"> ○ If a nextSource candidate is selected, fill out the Letter of Intent (this is in place of an offer letter) with a standardized hire date and a proposed compensation. 	<input type="checkbox"/>	Click or tap to enter a date.
<ul style="list-style-type: none"> ○ Send Letter of Intent to TA and Comp partner for approval. 	<input type="checkbox"/>	Click or tap to enter a date.
<ul style="list-style-type: none"> ○ Once letter of intent is finalized and all negotiations have been completed, hiring manager will complete the reference check and TA will be alerted to flip the position. 	<input type="checkbox"/>	Click or tap to enter a date.
<ul style="list-style-type: none"> ○ If the candidate marked their application incorrectly and have accepted the letter of intent, please notify the TA partner to flip the requisition to a non-employee type. 	<input type="checkbox"/>	Click or tap to enter a date.

HRA Responsibilities	Complete	Date Completed:
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Recruitment Process Continues

Once received the offer step, fill it out all appropriate information based on the letter of intent:

○ Hire Date	<input type="checkbox"/>	Click or tap to enter a date.
○ Hire Reason Code	<input type="checkbox"/>	Click or tap to enter a date.
○ Proposed End Date	<input type="checkbox"/>	Click or tap to enter a date.
○ Job Profile (check it is correct and doesn't need to be changed)	<input type="checkbox"/>	Click or tap to enter a date.
○ Comp Rate	<input type="checkbox"/>	Click or tap to enter a date.
○ If WAE, Transient, or planning to pay via Milestone Payments, Actual End Date is required. All 4-month and Short Module Instructors require an Actual End Date.	<input type="checkbox"/>	Click or tap to enter a date.
○ Once all the above was checked and entered, submit the offer step for TA to hold in their inbox.	<input type="checkbox"/>	Click or tap to enter a date.

This should be the FINAL APPROVED amount. Please note that changing anything regarding the compensation (rate, end date, etc.) after it is submitted would lead to a manual process in nextSource's systems that could cause clerical errors to occur.

TA will monitor the nextSource Onboarding process. Once Onboarding is completed, TA will send email communication and move the candidate to the hire step.

Hire Process

○ Update the hire with changes that may have been made (i.e. hire date, job profile, awp/dpp)	<input type="checkbox"/>	Click or tap to enter a date.
○ If a faculty hire, add an AWP/DPP. All 4-month and Short Module Instructors require a 4-month AWP/DPP.	<input type="checkbox"/>	Click or tap to enter a date.
○ Attach all necessary documents, Flexwork Agreement, Background Check Confirmation Email, Transcripts, Resume, Letter of Intent, and Job Description	<input type="checkbox"/>	Click or tap to enter a date.
○ Please continue the hire process as you would normally do	<input type="checkbox"/>	Click or tap to enter a date.