

You have an open position.

Now what?

Think about:

- Have the duties changed? Does the type of job make sense for your unit?
- What is the salary range?
- Have you received proper approvals?

Contact HR who works with you to collect info for posting.



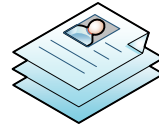
HR posts position to U Employment website.

HR notifies department of position opening.



You conduct interviews, check references, etc.

You also document who was interviewed and why the applicant(s) were not selected. (Otherwise known as Applicant Flow)



Next, notify HR of the selected applicant, start date, and salary. Only then can the offer be extended.

HR is happy to assist you in drafting an offer letter. The offer is contingent upon successfully passing the background check.



Once contingent offer is accepted, HR will send you three forms:

- Employee Info Sheet
 - Background Check Request
 - Applicant Work Flow
- HR initiates background check.

Once cleared, you will submit a task through the Employee Management Help Desk.



HR submits ePAF (uNID is created & uMail becomes available), and schedules time with an applicant for I-9 completion.

Please note: Depending on the new employee's availability, I-9 may be completed previous to the employee's first day. If not, it is required to be completed the first day of work.

Day 1



- Employee meets with HR to complete I-9 and IPA forms. HR provides overview of benefits and online orientation. HR sends employee FERPA training link.
- Employee meets with Operations for building tour, Kronos overview, etc.

How Hiring Works