

Hiring Procedures

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(Presentation given 5/3/21)

Steps in the Hiring Process

- ▶ Posting the Position
- ▶ Managing the Candidate Pool
- ▶ Selecting the Finalist
- ▶ Onboarding the New Hire

Posting the Position - Steps Required

- ▶ Hiring manager and/or search committee convene to discuss and determine recruiting and requisition
- ▶ Hiring manager reviews all available UCAP position/titles from [JD Expert](#)
- ▶ Once you have decided on the UCAP title/position you would like to recruit for, you must complete a new job posting template
- ▶ You will then use the job posting to complete a Position Description form
 - ▶ The duties and responsibilities section of this form should be completed by listing the principal responsibilities in the order of importance, and the approximate percentage of time spent on each responsibility over the course of a year (should total 100%). Similar tasks should be grouped into one category and described as such. The remaining sections of the form should be completed as indicated at the top of each section.

Position Description Form



THE UNIVERSITY OF ARIZONA
Human Resources

POSITION DESCRIPTION

Position/Working Title: _____ **Position Number:** _____
UCAP Job Title: _____ **UA Job Code:** _____
Incumbent(s) Name: N/A **FTE:** _____
Department: Biosystems Engineering **College/Division:** CALS/ALVSCE
Location (St): 1177 E. 4th Street **State:** Tucson
City: AZ **Zip Code:** 85721
Supervisor/Manager's Name: _____
Supervisor/Manager's Title: _____

Position Summary: *In 3-4 sentences, briefly but specifically, summarize the primary purpose of the position.*

Position Description Form

Duties and Responsibilities: List up to five *principal responsibilities* of the position in the space provided below, indicating the most important first, and the approximate percentage of time spent on each responsibility over the course of a year (should total 100%). Similar tasks should be grouped into one category and described as such (see example). **DO NOT** list any duties or responsibilities that require 5% or less of the position's time.

1.

% of Time

2.

Managing the Candidate Pool

- ▶ Search committee reviews online applications/resumes for minimum qualifications
- ▶ Search committee rates and ranks candidates based on experience, education, and skills
- ▶ Search committee selects candidates for interview
- ▶ Hiring department and search committee conduct interviews
- ▶ Hiring department changes the status of each applicant accordingly in <https://talent.arizona.edu/hr>

Selecting the Finalist

- ▶ Hiring department checks at least 3 references for finalist
- ▶ Hiring manager extends verbal offer to candidate contingent on reference checks
- ▶ Business Center moves candidate to "Offer Letter" status upon request
- ▶ Hiring department extends written offer letter to candidate via UA Talent system
- ▶ Hiring department submits new hire and background check request in UAccess Employee

Fingerprint-Based Criminal Record + MVR	\$76
Name-Based Criminal Record + MVR	\$84
Motor Vehicle Record (MVR) ONLY	\$33
Dual Check (Fingerprint + Name-Based + MVR)	\$128
International	\$115

Onboarding the New Hire

- ▶ Candidate reviews new hire emails, sets up NetID, email, and completes I-9 form
- ▶ New hire completes consent and disclosure forms
- ▶ HR initiates background check process
- ▶ Business Center will send CALS onboarding document to new hire
- ▶ Department or new hire schedules new hire orientation at HR
- ▶ Complete onboarding within your work group

Student Employment - Handshake

- ▶ Send Job Posting to Business Office for posting
- ▶ Job posting should include:
 - ▶ Job Title and description
 - ▶ Job Type (Paid campus employment, internship, volunteer, etc.)
 - ▶ Employment Type (Full-Time or Part-Time)
 - ▶ Hourly Rate
 - ▶ Estimated work hours per week
 - ▶ Number of positions available
 - ▶ Is it a Work Study job? (Work study jobs are for eligible students only.)
 - ▶ Documents required with application (Resume, Cover letter, transcript, class schedule, etc.)
 - ▶ Optional - Minimum GPA, Preferred year (Freshman, Sophomore, Junior, Senior)
- ▶ Name of person to receive applications
 - ▶ Email each time new student applies OR
 - ▶ Email all applicants at end of job posting
 - ▶ Alternate option - applicants upon request