

# Hiring Procedures

**ALL** employees must complete online hiring documents and be approved prior to starting work. Note that Arizona is an E-Verify state which requires a review of an individual PRIOR to their starting any paid work. E-Verify information can be found here: <https://www.uscis.gov/e-verify>

Employees that will be driving a UA vehicle or their own vehicle for UA business must also have a DMV background check before the start date. More information on background checks can be found here: <http://hr.arizona.edu/supervisors/recruitment-hiring/background-checks>

## **Student Employment:**

Students must be currently enrolled to be hired in this classification. The rate of pay varies from \$8.05 to 28.00 per hour and should correspond to the duties assigned. Students are limited to 25 hours per week while school is in session for all on-campus jobs they may hold. F-1 and J-1 Visa holders are limited to 20 hours per week while school is in session. See the attached document for more information on student hiring: [STUDENT HIRING GUIDELINES PDF](#).

## **Classified Staff Employment and Post Doc Positions:**

To hire a classified staff, please contact the business office. The University must follow equal opportunity guidelines when filling classified staff positions, therefore, we must recruit for these jobs. A position description must be drafted and posted for a minimum of 5 days. Once a candidate is selected, before an offer is made, the department must conduct standard pre-employment screening which entails verification of academic credentials, relevant licenses or certifications, work history and job performance. If the position is considered to be security sensitive, then a criminal background check must also be completed. For more information on recruitment and pre-employment policies, see the HR website here: <http://hr.arizona.edu/supervisors/recruitment-hiring>

## **Affiliates, Associates and Volunteers:**

For those persons not in a paid position, we must fill out the appropriate paperwork in order for them to have access to specified UA systems. The sponsor of a visiting Affiliate or Associate will need to fill out a Designated Campus Colleague worksheet located here:

[http://hr.arizona.edu/sites/default/files/hr/forms/DCC\\_Worksheet.doc](http://hr.arizona.edu/sites/default/files/hr/forms/DCC_Worksheet.doc) and return to the Business Center for processing. Please view the DCC Matrix for more information: [http://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/uaccess-resources/dcc/DCC\\_Srvc\\_Matrix.pdf](http://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/uaccess-resources/dcc/DCC_Srvc_Matrix.pdf)

Volunteers do not have direct access to University services.

For more information of Affiliates, Associates and Volunteers, see the HR guidelines at <http://hr.arizona.edu/workforce-systems/uaccess-resources/designated-campus-colleagues/intermittent-occasional-volunteers-and-intern-department>