



New Hire Process

Effective 12/1/2019

- Step 1: Candidate applies to posted position
- Step 2: Hiring Supervisor interviews candidates and request class schedule
- Step 3: Hiring Supervisor selects qualified applicant for possible hire and to continue on with background process
- Step 4: Hiring Supervisor calls references (completes Reference Check Questionnaire). This is optional for Student Employee Hires.
- Step 5: Supervisor sends **Background Check Request Form, Reference Check Questionnaire (if done)** and candidate's submitted **Employment Application** to HR
- Step 6: HR will initiate Background Check for positions that require it. Applicant receives link from A-Check Global to complete background check
- Step 7: HR informs Hiring Supervisor once Background check report is complete.
- Step 8: HR will contact Hiring Supervisor to inform candidate of their hiring status
- Step 9: Hiring Supervisor completes **Notice of Hire Form**
- Step 10: Hiring Supervisor sends new hire, with form(s) of eligible identification (refer to page 2 of Notice of Hire Form) and the Notice of Hire Form, to UHR to sign in.
- Step 11: HR receives new hire packet and inputs into GNSA
- Step 12: HR will send email to Hiring Supervisor informing them that the new hire is cleared to start working.

*If international student, process will include additional steps (please contact HR prior to beginning the hiring process)