# UA Hiring Process Overview

## 1. Posting the Position

- ☐ Hiring manager and/or search committee convene to discuss and determine recruiting and requisition
- ☐ Hiring department secures position approval and position number for requisition
- ☐ Hiring department creates a requisition through https://talent.arizona.edu/hr
- ☐ Hiring department electronically submits the requisition for College/Dean VP approval, if applicable
- ☐ College/Dean VP Approver electronically approves and sends to Human Resources (HR)
- ☐ HR sends to Provost or Foundation for additional approvals (e.g., tenured positions or Directors of Development)
- ☐ HR verifies details of requisition and if approved, requisition becomes viewable to public
- ☐ Hiring department creates and places external advertisements
- ☐ Applicants apply online at https://talent.arizona.edu/

## 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
- ☐ Search committee extends an introduction to Above & Beyond Relocation Services for candidates considering relocation
- ☐ Hiring department and search committee conduct interviews
- ☐ Hiring department changes the status of each applicant accordingly in https://talent.arizona.edu/hr

## 3. Selecting the Finalist

- ☐ Hiring department extends verbal offer to candidate contingent on reference checks
- ☐ Hiring department moves candidate to "Offer Letter"
- ☐ Hiring department checks at least 3 references for finalist
- ☐ Hiring department extends written offer letter to candidate via Talent
  (some departments may require internal approval prior to this – check with your department)
- ☐ Hiring department moves candidate to "Hired"
- ☐ Hiring department submits new hire and background check request in UAccess Employee
- ☐ Department electronically submits the new hire request for College/Dean VP approval, if applicable
- ☐ HR sends to Provost for additional approvals (e.g., tenured or continuing positions)
- ☐ College/Dean VP Approver electronically approves and sends to HR
- ☐ HR reviews application materials, offer letter, salary, and position information
- ☐ HR approves hire, and candidate receives new hire notification

## 4. Onboarding the New Hire

- ☐ Candidate reviews new hire emails, and sets up NetID, email, and completes I-9 form
- ☐ New hire completes consent and disclosure forms
- ☐ HR initiates background check process
- ☐ Department schedules new hire orientation at HR
- ☐ Department completes internal onboarding process

*Note: This overview is meant to serve as general guidance for the hiring process. Please contact HR for more information.*

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