SPLS New Hire Process (revised 09.06.23)

NOTE: When communicating about a new hire, please email Lizeth Enriquez at [lizenriquez@arizona.edu](mailto:lizenriquez@arizona.edu).

All forms needed to start new hire process are in box folder <https://arizona.box.com/s/ziq1maj3689lpiu2pp3fo47sqh3tlhur>.

1. When a position is needed (Process Takes 7-10 Business Days): Send communication to [lizenriquez@arizona.edu](mailto:lizenriquez@arizona.edu) regarding the new position needed. Lizeth will send a position description form for supervisor to complete, this form will include everything needed to post a position.   
     
   For University Staff and Post Doc Hires:

* Contact Lizeth Enriquez for confirmation about the existing position number.
* If no existing position number, she will need:
  + *Position description & Risk Management Questionnaire* to send through to HR Compensation to establish correct title (Lizeth will send if necessary)
* For posting, please complete a *Job Posting Template* (Lizeth will send if necessary)
* Once posting is completed, and live:
* Posting must be open 7 calendar days before hiring may commence.
* If there are 10 or more candidates, need to interview at least 2 candidates.
* After an Interview, the candidate needs to be contacted within 5 days with an update.
  + If the candidate you want to hire is currently working for the UA, you will need to reach out to the current supervisor as a reference, whether they are listed as a reference or not by the candidate.
  + If the applicant is adamant not to contact the current supervisor, please let Lizeth know. Will need to work with Human Resources.
* Need at least 2 search committee members to review applicants and/or be present in an interview.
* Need to use at least one *Skill and Abilities* question for Reference check, located on the *UA Employment Reference* form in box.
* All candidates must be asked the same interview questions. All References must be asked the same reference questions.

1. When a candidate (UA Staff, Postdoc or Student) has been identified to fill the position *Send Hiring Request* form to [lizenriquez@arizona.edu](mailto:lizenriquez@arizona.edu) ( form is in box folder) to get the new hire onboarding process started. (Onboarding Takes 7-10 Business Days)
   1. In the hiring request, provide the budgeted amount you have allocated to this position.
2. Lizeth will reach out to Gaby (Accountant II) for funding approval.
3. Once funding approval has been given, Lizeth will initiate Offer Letter in Talent. (Approval takes 1-3 Business Days)
   1. *For Student Workers*, once funding approval is given, Lizeth will reach out to Student workers to initiate the hiring process.
4. Once Offer Letter is Approved. Candidates will be emailed the *Position Offer Email.* The onboarding process then begins.

* Candidate Has to Accept Offer Letter (on Talent)
* Candidate will need to bring in I9 Documents.
* Once the documents are received, New Hire Transaction is initiated.
* Candidate must complete new hire task list on UAccess before planned start date.
* Once candidate completes new hire task list on UAccess, Lizeth will send out *Welcome Email* to new employee.
* Lizeth will email supervisor *Your New Employee Has Completed Hiring Paperwork*, this email will have employee’s Job Description please discuss the Job tasks assigned to your employee during the first week of employment.

1. Upon Termination: Please note that as soon as someone gives their official notice, that notice should be communicated to Lizeth Enriquez at lizenriquez@arizona.edu for HR and accounting purposes.