

NOTE: When communicating about a new hire, please email Lizeth Enriquez at lizenriquez@arizona.edu.

All forms needed to start the new hire process are in box folder <https://arizona.box.com/s/ziq1maj3689lpju2pp3fo47sqh3tlhur>.

RECRUITMENT PROCESS

1. When a position is needed (Process Takes 7-10 Business Days): Faculty or Hiring Manager sends communication to **(HR)** lizenriquez@arizona.edu regarding the new position needed. Lizeth **(HR)** will send a position description form for supervisor to complete, this form will include everything needed to post a position. **(Hiring Freeze, requires that the position is at least 50% grant funded. Please send account information on the position description form)**

For University Staff and Post Doc Hires:

- Faculty or Hiring Manager email **(HR)** 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 completed send to Lizeth **(HR)**
- Once posting is completed, and live email **(Talent Posting_)** email to hiring manager email has the below information:
 - 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.

ONBOARDING PROCESS -

2. When a candidate (UA Staff, Postdoc or Student) has been identified to fill the position faculty member or hiring manager *Sends Hiring Request* form to lizenriquez@arizona.edu (HR) (form is in box folder) to get the new hire **onboarding process started**. (Onboarding Takes 7-10 Business Days)
 - a. In the hiring request, faculty provide the budgeted amount you have allocated to this position. Along with account information, if more than one account please indicate the percentage split for the position.
3. Once the hiring request and funding information has been given, Lizeth (HR) will initiate Offer Letter in Talent. (Approval takes 1-3 Business Days)
 - a. **For Student Workers**, once funding and hiring request is received, Lizeth (HR) will reach out to Student workers to initiate the hiring process.
4. Once Offer Letter is Approved. HR (Lizeth) will send Candidates the **Position Offer Email**.
 - Candidate Has to Accept Offer Letter (on Talent)
 - Candidate will need to bring in I9 Documents.
 - At the time that the new hire brings i9 documents, HR Generalist meets with New Hire to go over how to access UAccess and EDGE. (If candidate gets benefits, HR Generalist will discuss benefits information with new hire)
 - Once the documents are received, New Hire Transaction is initiated.
 - New Hire must complete new hire task list on UAccess no later than the day before planned start date.
 - Once New Hire 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.
 - SPLS Orientation Checklist is sent to supervisor in the **"Your New Employee Has Completed Hiring Paperwork"** HR Generalist reaches out to supervisor **one week** after new hire started, to complete the training portion of checklist. (Save Checklist in Employee File)

EMPLOYEE TERMINATION/RESIGNATION PROCESS

5. Upon Termination: Please note that as soon as someone gives their official notice, that notice should be communicated to **(HR)** Lizeth Enriquez at lizenriquez@arizona.edu for HR and accounting purposes.
 - **“Leaving School of Plant Sciences Email”** needs to be sent out to employee CC supervisor.
 - Email Supervisor Exit Checklist to complete and return to you.
 - Complete HR portion of exit checklist.