



UA Hiring Process Overview

1. Posting the Position

- Hiring manager and/or search committee convene to discuss and determine recruiting and posting
- Hiring department secures position approval and/or PCN for posting
- Hiring department creates a job posting through uacareers.com/hr
- Hiring department electronically submits the posting 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 posting and if approved, posting becomes viewable to public
- Hiring department creates and places external advertisements
- Applicants apply online at uacareers.com

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
- Hiring department and search committee conduct interviews
- Hiring department changes the status of each applicant accordingly in uacareers.com/hr

3. Selecting the Finalist

- Hiring department extends verbal offer to candidate contingent on reference checks
- Hiring department moves candidate to "Offer Pending"
- Hiring department checks at least 3 references for finalist
- Hiring department extends written offer letter to candidate
(some departments may require internal approval prior to this – check with your department)
- Hiring department moves candidate to "Offer Accepted"
- Hiring department submits background check request in uacareers.com/hr
- Hiring department submits new hire 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.