



# New Hire Process

*Effective 1/1/2016*

- 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)
- Step 5: Supervisor sends **Background Check Request Form, Reference Check Questionnaire** and candidate's submitted **application** to HR
- Step 6: Applicant receives link from A-Check Global to complete background check  
  
or Applicant will receive authorization form to allow HR to input their information into A-Check
- Step 7: HR waits 3-5 days for Background check report
- Step 8: HR will contact Hiring Supervisor to inform candidate of their hiring status
- Step 9: Hiring Supervisor completes **New Hire Form**
- Step 10: Hiring Supervisor sends new hire, with two (2) forms of eligible identification (refer to page 2 of Notice of Hire Form), to UHR to sign in
- Step 11: HR receives new hire packet and inputs into Ultipro and Payroll inputs information into Timeforce
- Step 12: Payroll will send email to Hiring Supervisor informing them of start date and continue with training.

\*If international student, process will include additional steps (Glacier, SSN attainment...)