



Initiate the Hiring Process Request Form

A. Position

Official Title: _____ Title Code Number: _____
(Title code number from budget.)

Working Title: _____

- Classified Position Faculty Position Full-Time
 Non-Classified Position Provisional Position Part-Time: 25% 50% 75%

(Obtain and complete provisional position forms from Payroll/Personnel website)

Existing Position Replacing: { (Name of Previous Employee) _____
 New Position: { (Date Position will be vacant) _____

Comment _____

Contingent on availability of funds

B. Job Description - Job advertisements for classified employees are prepared by the UAM Human Relations Office using the state job descriptions. Please describe task, duties, and responsibilities unique to this position such as overtime, background check, on-call, etc. The job requirements listed shall only supplement, and not exceed the state classification requirements. **For non-classified or faculty position, supervisor shall prepare and attach complete job description for job advertisement.**

For all positions list the essential functions or the fundamental job duties that an individual who occupies the position must be able to perform either unaided or with a reasonable accommodation.

C. Salary and Budget Amount Budgeted \$ _____ Budget Position# _____
 Salary (or Salary Range) _____ Must resubmit to VC if additional amount is offered applicant. (Position # from budget)

ACCOUNT NUMBER	ACCOUNT NAME	BUDGET POS. NO.	ANNUAL SALARY	PERCENT
TOTAL				100%

Ensure Functional Code (third digit) in account number is correct - See instructions

D. Advertising Preference: Promotional Opportunities (Netlist Only) Off-Campus Advertising (Attach recommended publications in order of priority if any)

(Faculty only/Non-Classified) Chronicle HigherEdJobs.com AR Democrat Gazette
Classified Positions will be advertised in local and regional areas. All positions will be emailed to the netlist.

Select from existing Personnel Office pool of applicants Other: _____

E. Requested by Unit or Department Head:

Name: _____

Signature: _____ Date: _____

V/C Signature: _____ Date: _____

F. Chancellor Approval:

Chancellor Signature: _____ Date: _____

(Forward to the UAM Human Relations Office)

G. Human Relations

Date Received _____ Date Advertised _____

•Any change in original form requires notification of Unit or Department Head, Chancellor, or Personnel Office.

HIRING OFFICIAL CHECKLIST

- **At time of Interview:**
 1. Have applicant complete the Employee Disclosure Form
 2. Have applicant complete the Fire Safety Form
 3. Contact Jennifer Hargis (1882) to confirm applicant is eligible for hire
 4. Confirm application (question number 13) indicates the applicant can prove employment eligibility
 5. Have applicant sign Direct Deposit Acknowledgement Form

- **After Applicant accepts offer:**
 1. Complete PAF
 2. Complete Information Technology Authorization Form
 3. Order office keys and submit request for access to buildings by completing the University Police Key Request Form
 4. Complete Affirmative Action Report

- **Before Day 1:**
 1. Notify department of new hire
 2. Prepare workspace (new supplies, maintenance needs, etc.)
 3. Consider scheduling meetings for employee's first few weeks with key contacts across campus
 4. Inform new employee they will meet with the HR Analyst (Colleen Hammock) in Human Resources (HR) on day one (please make Colleen Hammock in HR aware of the time and date you plan to bring employee over)
 5. Inform new employee to bring employment eligibility documents with them on day one (will need for meeting in HR). For more information about what is required, contact the UAM HR Office
 6. Order new employee business cards from Graphic Design & Copy Center (if needed)

- **On Day 1:**
 1. Take new employee to HR to receive/complete new paperwork and employment eligibility documents
 2. Give a tour of the office space and introduce employee to coworkers
 3. Check in with employee at the end of first day

- **Week 1:**
 1. Check in with new employee daily
 2. Ensure technology is fully functional
 3. Ensure employee is scheduled for any appropriate trainings
 4. Introduce employee to campus partners
 5. Discuss performance goals for the first 90 days

- **After 90 Days (Classified positions only):**
 1. Complete the 90 day Performance Evaluation