



Recruitment Request Process: College of Science

Human Resources Generalist team central email: hr-cos@arizona.edu

1. Initiate a Recruitment Request

- a. Submit a recruitment request at <https://hr.arizona.edu/contact-us>, choose College of Science, click on *Recruitment Request Form* located at bottom of the page.
 - i. Direct link:
<https://forms.monday.com/forms/8e7edbe4e4377998126f3379b7fa9842?r=use1>

2. Request Review & Assignment

- a. The HR generalist team receives the request. A HR generalist is assigned to the request and begins the review.
- b. HR generalist moves to next step this will send an automated email to the emails listed in the Budget Approver box (example appendix A). REVIEW NEEDED, NO RESPONSE REQUIRED. Review to ensure funding is available, department is supportive, and/or appropriate approvals have been provided (as applicable). HR team will move forward with the process unless an email is received to pause the recruitment.

3. Outreach

- a. The assigned HR generalist contacts the requestor via email to introduce and start dialogue for the recruitment.
 - i. This may include initial questions, position and job description, mapping, etc. to move forward for PCN and Talent posting.
 - ii. May request a meeting based on number of questions, amount of email correspondence, and/or complexity. Talent Acquisition team may join as needed.
- b. Turnaround time: within two business days of receiving the request.
- c. This will send automated emails to the Budget Approver and Committee Chair (example appendix A). NO ACTION REQUIRED.

4. Funding Approval

- a. Once the recruitment information is finalized the assigned HR generalist moves the recruitment forward in tracking system.



- b. Turnaround Time: within one business day.
 - c. This will send an automated email to the Funding Approver (example appendix B). ACTION IS REQUIRED.
- 5. Position Control Number (PCN)
 - a. Once the assigned HR generalist receives confirmation of funding, they will initiate the PCN transaction.
 - b. HR generalist turnaround time: within two business days of confirmation.
 - i. UNS staff only: Compensation turnaround time = 3-5 business days.
 - c. Once PCN is approved the assigned HR generalist moves the recruitment forward in the tracking system.
 - i. This will send an automated email to the Funding Approver, cc Committee Chair (example appendix C). There will be a separate email per PCN as applicable.
 - 1. ACTION REQUIRED- Funding approver is required to submit the position distribution and respond to the auto email as instructed.
- 6. Talent Posting Initiation – depends on employment type
 - a. Staff only: process hand off to Talent Acquisition assigned team member. HR Generalist will assist with questions and liaison as needed.
 - i. Talent Acquisition team member will contact Requester to review the posting prior to opening.
 - ii. ACTION REQUIRED: Requester must respond with approval, Talent Acquisition team will not move forward until a response is received.
 - b. Assigned HR generalist or Talent Acquisition team member initiates the Talent posting, which routes for approvals as applicable.
 - c. HR generalist/TA team turnaround time: within two business days after position distribution transaction is approved.
 - i. College approval turnaround time: within two business days
 - ii. Provost approval turnaround time: 2-3 business days.
 - 1. For T/TE, C/CE, POP, and Lecturer positions only.
 - iii. Talent Acquisition team approval turnaround time: 3 business days after all prior approvals if they do not initiate the posting.
- 7. Committee Chair Notification
 - a. Assigned HR generalist notifies the committee chair and initiator when the posting is “live”.



- b. Resources, tools, and record retention procedures are provided.
- c. Turnaround time: within two business days of Talent posting approval.
- d. The assigned HR generalist continues to partner and support the committee chair throughout the recruitment efforts.
 - i. Talent Acquisition team member is available to review any outside advertisements prior to posting as applicable.

8. Candidate Selection

- a. Committee Chair or Requester notifies the assigned HR generalist of selected candidate after required reference check(s) are completed.
 - i. Please cc the shared email address: HR-COS@arizona.edu.
 - ii. If the committee chair/requester would like assistance from HR to send the reference check request through Talent, please contact the assigned HR generalist, cc shared email.
- b. Request includes Name, requested pay, preferred start date, and other applicable items needed for the offer letter.
 - i. This may include end date, moving allowance, additional titles, and more.
- c. Assigned HR generalist will review the request for accuracy and equity. Discuss adjustments as needed.
 - i. If pay request is beyond previously approved range, additional steps may be required for approval including contacting the Funding Approver prior to submission.
- d. Turnaround time: within two business days of the request.
- e. Committee Chair or Requester may extend a verbal offer after references are received and confirmation from assigned HR generalist.

9. Final Offer and Initial Onboarding

- a. Assigned HR generalist drafts and issues the offer letter through Talent.
 - i. HR generalist turnaround time: within two business days after all information and analysis are complete.
 - ii. College approval turnaround time: within two business days.
 - 1. For all T/TE, C/CE and positions partially/fully funded by the college.
 - iii. Provost approval turnaround time: two business days.
 - 1. For all T/TE, C/CE, POP and Lecturer positions.
 - iv. Talent Acquisition team approval turnaround time: two business days after all prior approvals.
 - 1. For UNS.



- b. Assigned HR generalist sends the new hire instructions to candidate covering acceptance of offer letter, I9/EVerify process through Truescreen, and UAccess process.
- c. Assigned HR generalist initiates MSS transaction(s) as applicable.
- d. Once this process is completed and approved, the HR generalist will connect with the candidate to welcome them to the U of A via email and provide some guidance and resources.
- e. Turnaround time: will vary depending on the candidate.
- f. HR generalist moves the recruitment in the tracker to complete once all transactions are approved. This will send an automated email to the Requester, cc Committee Chair (example appendix D). **NO ACTION REQUIRED.**
- g. Supervisor is responsible for any other actions needed for onboarding, orientation, scheduling, training, and more to ensure the success of the candidate.

Recruitment is Complete

For any changes, pause, or cancellations of this process, please contact your HR Generalist immediately.

**All "Turnaround Time" are estimates only and may vary based on HR Generalist workload. Some examples of yearly delays include, but are not limited to GA hiring, SIP, and supplemental compensation processing.*

*** This document outlines the recruitment process only other processes will be added to Monday.com system. Further information will be shared at that time.*

APPENDIX ITEMS- AUTOMATED EMAIL TEMPALTES

** Images provided may not accurately reflect the email format received. Automation Notices subject to change with further updates to the Monday.com system.*

APPENDIX A: Automated Email to Funding Approver. NO ACTION REQUIRED, FYI only.

From: HR-COS@arizona.edu
To: Funding Approver Email
Title: HR Recruitment: New Request Received

This message is to inform you that Human Resources has received a new recruitment request from [Requestor Name for [Dept ID] [Dept Name].

The initial position requested was [Proposed Working Title].

Human Resources is currently reviewing and assessing the request, and we will follow up with you for budget approval once the position review is complete.



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APPENDIX B: Automated Email to Funding Approver, cc Committee Chair. ACTION REQUIRED- confirm funding by responding to auto email.

From: HR-COS@arizona.edu

To: **Funding Approver** Email

Cc: **Search Committee Chair** Email

Title: HR - ACTION NEEDED: Budget Approval for [Req Title]

Funding approval is the next step of the recruitment process for the [Req Title] position.

YOUR ACTION NEEDED: Please review the position information below and reply to this email with approval or denial of funding for this position.

Position Information:

Department: [Dept #] [Dept Title]

Position Title: [Req Title]

Position: [UCAP/Faculty Title]

Maximum Budget: \$[Max Budget for Position]

FTE Range: [FTE]

Vacancies: [# of Vacancies]

Vacancy Type: [Varies]

If applicable, position end date: [Date]

If applicable, additional notes:

[Outbound Additional Notes from Generalist]

* Please note: The selected finalist's compensation will be determined based on several factors, including, but not limited to, the role's responsibilities, approved budget, relevant experience, education, key skills, and internal equity.

Once funding is confirmed, Human Resources will proceed with next steps. If you have any questions, please reply back to this email.

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APPENDIX C: Automated Email to Funding Approver, cc Committee Chair. ACTION REQUIRED- submit Position Distribution, reply to auto email.

From: HR-COS@arizona.edu

To: Funding Approver Email

Cc: Search Committee Chair Email

Title: HR Recruitment: Action Needed - Position Distribution: [PCN number]

Position Distribution is the next step of the recruitment process for the [UCAP/Faculty Title] position.

YOUR ACTION NEEDED: Please distribute funding for the position below. Please note, you will receive an email for each unique PCN needing approval.

Department: [Dept #] [Dept Title]

Position Title: [Req Title]

Position: [UCAP/Faculty Title]

PCN: [Number]

Once funding has been distributed, please reply back to this email so Human Resources will proceed with next steps.

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APPENDIX D: Automated Email to Requester, cc Committee Chair. NO ACTION
REQUIRED- FYI only.

From: HR-COS@arizona.edu

To: Requester Email

Cc: Search Committee Chair Email

Title: HR Recruitment: Update - New Employee: [Candidate Name]

Congratulations on your successful recruitment for the [UCAP/Faculty Title] position.

Human Resources has completed processing the new hire documentation for [Candidate Name]. Below is some additional information regarding this position.

Employee Name: [Candidate Name]

Position Title: [Req Title]

Position: [UCAP/Faculty Title]

Salary/Hourly Rate: [Final Salary/Hourly Rate]

Start Date: [Start Date]

Please let us know if you have any questions at this time. We look forward to continuing to work with you.

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