STANDARD HIRING PROCESS OUTLINE (Last Revised 3-2-2020)

Department/ Hiring Manager	Human Resources	Applicant
1. Creates a position description form for approval (in PageUp)		
	2. Once Position Description is approved (by HR, Budgets, and the appropriate Vice President), posts the position on the UAH Careers Page. (May post on other websites, as needed. On-Call positions do not require posting.)	
		3. Applies for open position.
	4. Pre-Screens applications based upon minimal requirements. (Also, conducts pre-screen interviews, if desired by department.)	
5. Screens applicants presented for Hiring Manager Review and interviews selected candidates.		
6. Dispositions all applicants within the system, including the selected finalist(s).		
	7. Conducts background, reference, and motor vehicle record (MVR) checks as necessary.	
	8. Extends online offer to candidate.	
		9. Accepts offer and completes new hire paperwork online.