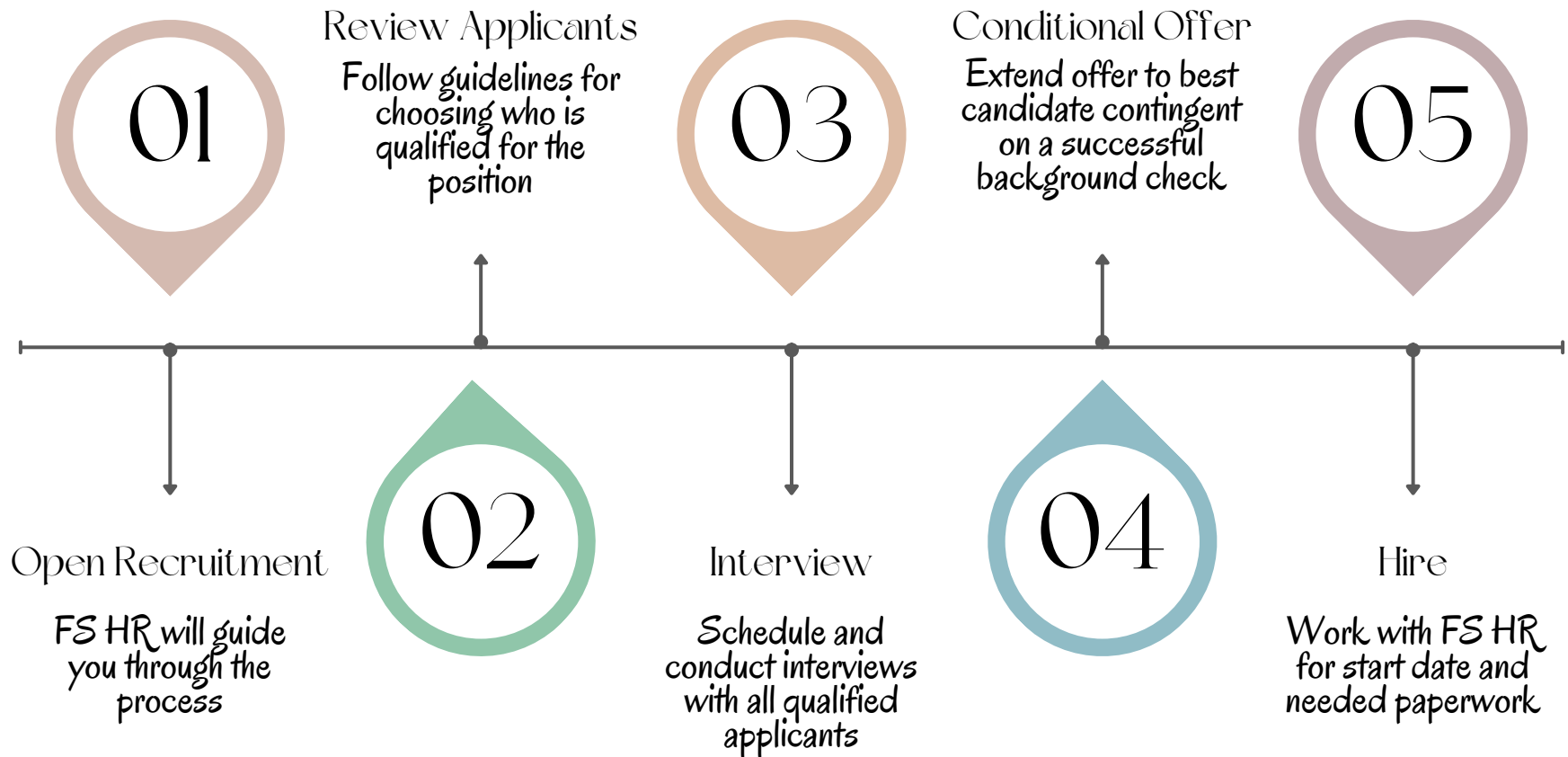


Facilities Services Recruitment Process



Facilities Services Recruitment Process for Hiring Manager

1. Open Recruitment

- a. Talk with your Director and obtain written or emailed permission to hire for a position.
- b. Email uaf-fshr@alaska.edu about your intention to hire for a position, OR fill out the online form on the FS webpage: <https://facilities.alaska.edu/uaf/RRF/RRFForm.cfm>
 - i. Provide as much information about the position desired as you have.
 - ii. ie. Replacement vs new position, previous person in position or peer position that can be referenced (PCN if available), L6070 or staff, temp, part time, or full time, internal or external recruit, who is supervisor for the position.
 - iii. Select hiring committee members, at least one person other than yourself for non-supervisory positions, 3-5 people for supervisory positions.
- c. FS HR will walk you through the process of updating a Position Description (PD) or creating a new one, if needed.
 - i. If you have recruited for this position before, you can review the PD on [myUA](#) and inform FS HR if it needs updating or not.
 - ii. This would be the time to review the interview questions and screening documents for the position and request any modification with FS HR, if desired.
- d. FS HR will send the PD to UA HR Class & Comp for approval. This can take up to 10 days.
 - i. Once PD is approved, a requisition will be opened for recruitment. Requisition is sent to Supervisor and UA HR Talent Acquisition for approval (be on the lookout in your emails).
- e. Recruitment will go live on the [Careers](#) webpage, wait for applicants.

2. Review Applicants

- a. FS HR will move applicants to Minimum Qualification Review as they apply (this means the supervisor can see the applicants on their myUA/PageUp dashboard).
 - i. For union recruitments, FS HR will only move current L6070 applicants for the first 5 days, these candidates should be given priority per the [CBA](#) (Article 8.4).
- b. Screen applicants for minimum qualifications, report to FS HR who is eliminated and/or who you would like to move forward to interview.

3. Interview

- a. FS HR will give you the approval to interview your qualified applicants.
- b. Schedule interviews with your applicants at the committee members convenience.
- c. Interview and score all qualified applicants.
 - i. Start reference checks at this point on your top pick and any alternate(s). If applicant is a current UAF employee contact current supervisor.
- d. Fill out Scoring Summary with which applicant(s) you would like to hire, have as alternate(s), and eliminate. Include a detailed justification for each decision. Return completed paperwork to FS HR (digital preferred).

4. Conditional Offer

- a. WAIT on FS HR to get the final approval from UA HR before extending a conditional offer of employment (contingent upon a successful background check) to your first choice. If

successful, let applicant know to check their email and initiate the background check ASAP, from HireRight.

- i. This would also be the time to discuss or negotiate salary with your applicant.
 - ii. Be aware that if you desire to offer above a step 1, you must provide FS HR with proper justification for the exceptional placement. Note, this could potentially delay the process by up to 5 days for UA HR Class & Comp approval.
- b. If they decline, update FS HR, move on to your first alternate if available.
- c. Notify FS HR of the outcome of the conditional offer of employment.
 - i. Work with FS HR for desired start date, [Eclass](#) changes will need to start at the beginning of a new pay period.
 - 1. New hires can be expedited ONLY in special circumstances (gain approval from AVCF or Director, and talk with FS HR) AND if you explain to them that their paperwork and entry into the University system will not be done before they start, their first paycheck may take up to a month, and they agree to these terms.
- d. FS HR will move successful applicant(s) to background check status and start the paperwork process (please note that it takes an average of 10 business days).

5. Hire

- a. Communicate with the new employee and FS HR to finalize the paperwork.
 - i. Make sure FS HR has all relevant information to complete the required onboarding documents. ex: Negotiated Annual Leave.
 - ii. Make sure the new employee knows to be on the lookout in their email for the following: I-9 (from LawLogix), Appointment/contract letter (DocuSign from FS HR), and personal demographic (DocuSign from FS HR).
 - iii. UA HR Personnel take 5 days to enter in paperwork into the UA system.
- b. FS HR will send new employee, and CC the supervisor, a welcome email with their UA ID, email address, and links to forms for Direct Deposit, W-4, and University required training.
 - i. FS HR will enter new employee into AIM once they have a UA ID.
- c. Submit [NARF](#) form to FS IT on or before new employee's first day to ensure proper AIM access.