Frequently Asked Questions (FAQ)

Student Hiring

1. What are the steps to hiring a student?

To hire the student, you already have in mind, please submit the following forms.

- ETR – Must be sign by Initiating Supervisor (PI) & Resource Manager
- Job description
- Employment application- **must be filled out and signed by the student.**
- Student Class schedule – **must display full name and current semester**

2. What if I don't have a student in mind for the position?

If you don't have a student in mind, we'll need to post the job position so you can select a student to hire. Please review the steps to post a job position below.

Job Posting

1. What do I need to submit to post a job?

- ETR Form - Must be sign by Initiating Supervisor (PI) & Resource Manager
- Job Description
- Interview Questions

2. Can I hire a part-time or full-time staff employee without posting a job?

No. All part-time and full-time staff positions must be posted before hiring. A minimum of three qualified applicants must be interviewed before a final hiring decision is made.

Staff Hiring

1. What forms are required to hire part-time/full-time staff?

- Selection Hire Form- with 3 candidates listed.
- ETR- Must be sign by Initiating Supervisor & Resource Manager
- 3 Completed Reference Checks
- Interview Questions and answers from the candidate you are hiring.

2. How many candidates do I have to interview before selecting?

Three qualified candidates must be interviewed before making a selection. Please list all candidates on the Selection Hire Authorization Form (SHA).

After Paperwork is Submitted

1. **Who is authorized to contact a candidate to offer a job?** The job offer must only come from the **UAS HR office** upon approval by Post Award or Executive Director. **Please be advised that at no time the PI/hiring manager is authorized to contact a candidate to offer a job.**

2. **How soon can a new hire start after submitting all required paperwork?**
   Once all required paperwork is submitted, UAS HR will obtain Post Award approval. After approval is received, HR will extend a verbal offer and begin the background check process. Once the applicant has cleared the background check and completed onboarding, UAS HR will confirm an official start date via email. The new hire cannot begin working until that date is provided.

3. **Please note, a candidate not completing their ADP Onboarding may delay their start date.**

UAS HR Policy

- No one is permitted to begin work without prior authorization from UAS HR. Please ensure that employees do not start working until official clearance has been received. Retro pay is not provided.
- All hourly employees must clock in on ADP anytime they work.
- Supervisors are responsible for reviewing/approving their employee's timecards biweekly.
- According to our policy, if an employee has no payroll activity for three months, we proceed with termination.

For any HR-related inquiries, please contact:

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