

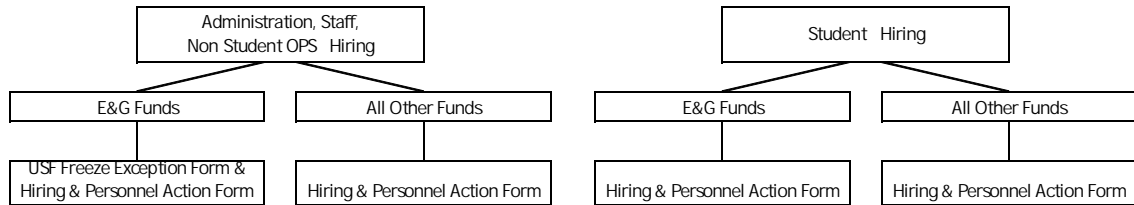
INITIATE HIRING ACTIONS

STEP 1: Make a determination regarding a hiring or personnel action.

STEP 2: Confirm hiring action by employment type.

STEP 3: Confirm hiring action funding source by employment type.

STEP 4: Forms to be completed by Director or designee:
 Green fields: required to complete
 Blue fields: Provided dropdowns
 Orange fields: to complete as known or appropriate



Student Success

Exception # [] Title # [] Hiring Code [] Action [] New Law [] Posting Office [] Choose unit []
 BSN Name and Number [] Department Name & Number []

How long do you want to keep the posting open? [] Posting Start Date [] Choose Posting Date [] Posting Length []

Student Appointments - Max 3 days and all others on Max 30 days

Job ID (if needed) [] Enter Job ID Here []

Change of Weekly Hours [] Start Date [] End Date []

If Exception: Choose one []

Building Access Keying [] Identify Building here [] Key? [] Identify Key needs here [] If Mail? []

Notes: Click or tap here to enter text.

Budget Information

Amount of Student available for salary [] Enter Budget Amount here [] SEMS Combo Code [] Enter currency here []

Unit	Sub Unit	Fund	ASU Department Number	Product	Initiative	Project
[]	[]	[]	ASU Department Number	Product	Initiative	Project

Director's Signature: [] Date: []
 AVP Signature: [] Date: []

Barcode: []

STEP 5: If the H.R. action is the creation of a new position or a change in position description, then complete the Position Information Questionnaire.

STEP 6: Initiator/Director or designee sends Hiring & Personnel Action Form (HPAF) or USF freeze exception form (if funding is E&G) and Position Information Questionnaire to

STEP 18: After all of the above documentation is received & verified then RMD will send documentation to DHR within 2-3 business days.

STEP 19: DHR approves the hire - timeline DHR states 3 to 5 business days / process has lasted up to 1 month in some cases.

STEP 20: RMD prepares an offer letter and routes for signatures by all appropriate parties then forwards to selected applicant - timeline 2-3 business days.

STEP 21: After applicant signs offer letter, RMD initiates a background check for non-student applicants.

STEP 22: RMD initiates background check for all non-student hires - typical timeline 7 to 10 business days after applicant approves via email sent from background check organization.

STEP 23: Selected applicant completes Right Start with DHR. Note that Right Start is the mechanism that ensures new employees a