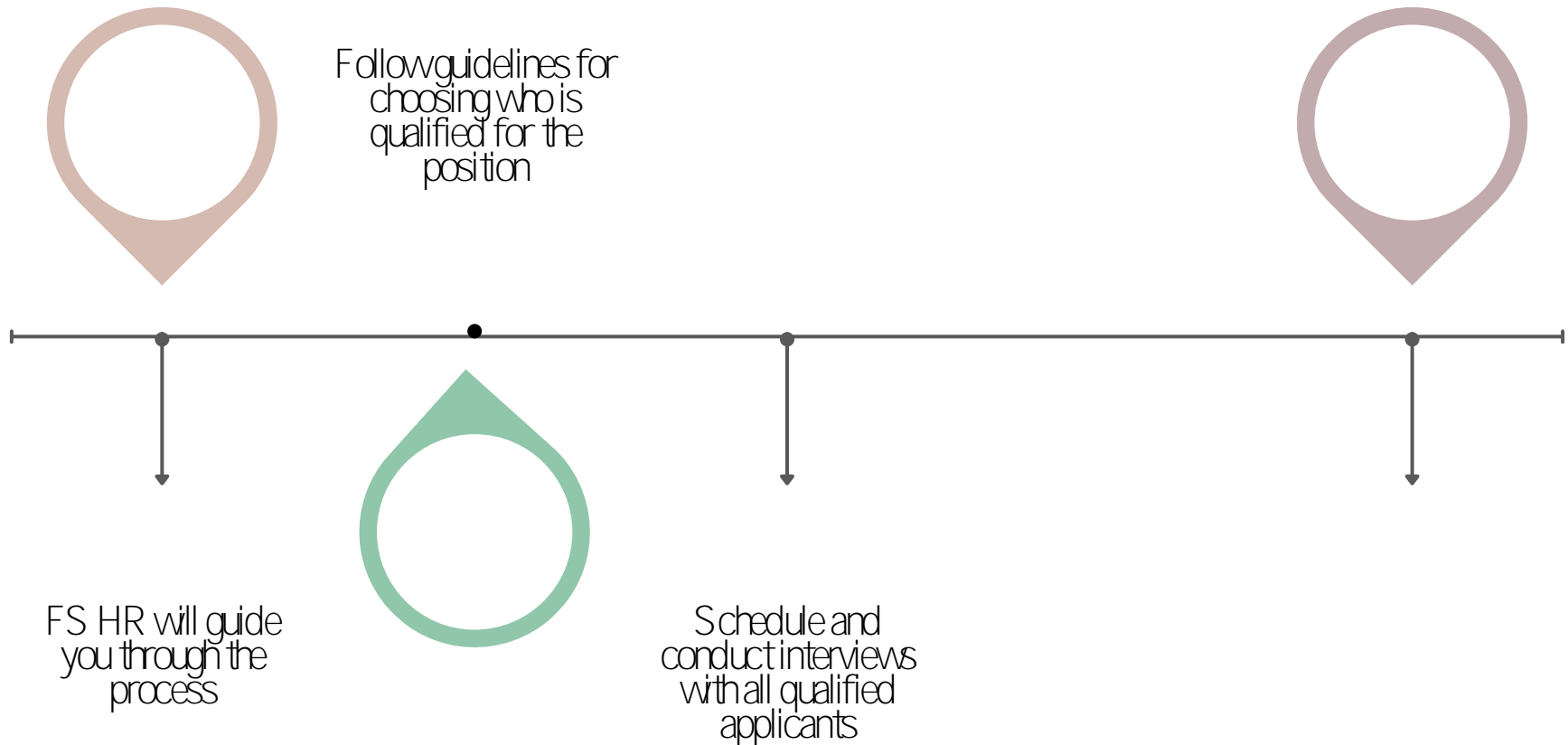


# Facilities Services Recruitment Process



## 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](mailto: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/RR.2u\(a.\)1\(ed\)2.\(b\)TMC/SPAN/AM](https://facilities.alaska.edu/uaf/RRF/RR.2u(a.)1(ed)2.(b)TMC/SPAN/AM)

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 [NARE](#) form to FS IT on or before new employee's first day to ensure proper AIM access.