

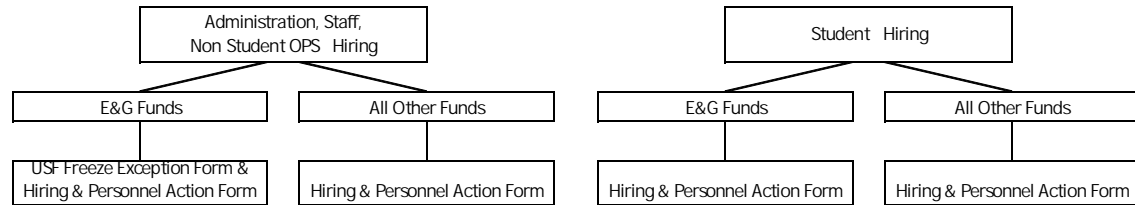
# INITIATE HIRING ACTIONS

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 [ ] Hiring 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 [ ]

Job Title [ ]

Grade Number [ ]

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

If Exception: Choose one [ ]

Building Access Key [ ] 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