

Process to Request a NEW Staff Position

Updated 10/4/2017

Overview:

The following process is to be followed for requesting a new staff position within the College of Health Sciences.

Process

1. The Division/Department requesting a new staff position will discuss the need for the position, job responsibilities and funding with the Dean and Assistant Dean of Operations.
2. Once this is approved, the division and HR Administrator will work together to create a draft of the Major Job Responsibilities (MJR's).
3. Once the final version is completed, the HR Administrator will put in the request through the Integrated Employment System (IES) for HR to begin the classification process.
4. HR will reach out to us with a potential job title and grade level for the position. The position will then be posted to the UK jobs website.
5. HR will send a link to the IES to review candidates once the position has closed. The Department will work with the HR & Faculty Administrator for the screening of applicants, phone interviews and in-person interviews to ensure we are consistent with all applicants and abide by University guidelines.
6. Once the candidate is selected, the HR & Faculty administrator will work with HR to request approval of the salary. Once the candidate has accepted the position the employee can begin the pre-employment screening process.
7. If the employee has never worked for the University before, they must complete the onboarding process. This will include background check, drug screen, and I-9 paperwork. Depending on how long it takes the employee to complete these requirements, it could push back the start date.
8. Once we have received confirmation these have been completed the employee can begin work and we can begin the internal onboarding process for their first few days of employment.

Resources:

N/A