

Hiring Staff/Post-Docs

(Created Spring 2021)

IMPORTANT INFO REGARDING PAY:

- Pay is determined by HR at the END of the hiring process (step 7). The Admin Specialist is able to provide you with the minimum and midpoint pay range set by HR for staff positions. While this will show as a range, if you wish to offer anything in that range over the minimum rate for the position, then justification and approval by HR will be required.
- Having allocated funds in your grant for a particular position does not equal automatic approval by HR for higher pay rates.
- It is strongly suggested that you refrain from discussing specific pay rates until you have HR approval for the rate you wish to offer (step 7).
- HR will not include mentions of pay raises in offer letters. Raises need to be requested and approved by HR when the time comes. Therefore, you should not promise a raise to a candidate.
- Having allocated funds in your grant for a particular position's raise does not guarantee HR approval of the raise request.

HOW TO/STEPS:

1. Send initial request to Admin Specialist. Include the following:
 - a. Position title
Regular or Temporary position?
Full-time or Part-time?
Requested salary: (anything above the minimum will need justification and approval before being offered) *If you are unsure what the minimum pay rate is, the Admin Specialist can let you know*
How will this be funded?
*How is this request/position essential to University operations at this time? (this typically needs 2-3 sentences minimum)
*Are there any additional details they should know regarding this request?
2. *Admin submits presidential request for review and approval
3. When presidential request is approved, the position is submitted to HR for creation
 - a. Admin will need to following information for this step:
 - i. Additional Required Department Minimum Qualifications (Add any additional minimum qualifications required by the department): *Ph.D. required in xxxxxxxx. Preference will be given to candidates with xxxxxxxx.*

- ii. Skills and Knowledge (List any specific skills or knowledge needed to effectively perform in the position): Applicants must have a passion for xxxxxxxx. Responsibilities will include xxxxxxxx.
 - iii. Preferred Qualifications (Add any additional qualifications preferred by the department): Preference will be given to applicants with xxxxxxxx.
 - iv. Job duties: (Update percentages and responsibilities - % must add up to 100)
 - % of time Duties / Responsibilities
 - 25 / xxxxxxxx
 - 15 / xxxxxxxx
 - 10 / xxxxxxxx
 - 30 / xxxxxxxx
 - 30 / xxxxxxxx
 - v. Do you plan to advertise externally? If so, please supply job ad text and location of advertisements
4. Once position creation is approved, Admin submits posting request to HR and the job is posted online
- a. You will be alerted when this posting is live and when it is set to close
 - b. Standard practice for job postings is that they are live for 3-7 days at a time. This is to control the amount of applications that come in because each one has to be reviewed by the supervisor (there have been times when some positions have been left open too long and hundreds of apps have come in). So, after the close date, you can request that the job be re-posted. HR will be willing to do this until the applicant pool becomes a good size.
5. When posting closes, applicants can be reviewed
- a. Supervisor can review applications by going to jobs.ua.edu/hr
 - b. Every applicant needs to be reviewed and all not selected will need a reason associated with the choice not to move forward
 - c. Those you chose to interview need to be communicated to the Admin so that their status can be updated to interview-status
6. After interviews, you will need to let the Admin know who you would like to offer the position to
- a. This is when the background check will be submitted
7. **(THIS IS THE STEP WHEN PAY RATES ABOVE THE MINIMUM COULD BE APPROVED)** When the background check returns, Admin submits offer request through Hiring system
- a. For this step, the following information will be needed from you:
 - i. Expected start date:
 - ii. Requested rate of pay: (if higher than minimum, please include justification as well)
 - iii. Relocation expenses: yes/no – if yes, how much?

- iv. Make specific reference to the qualifications of the candidate selected as compared to the other candidates interviewed. This may include information on educational background / work experience / skills and individual attributes as relevant:

- 8. When HR reviews the offer request, they will reach out with questions and comments and/or a draft of the offer letter for review
 - a. You will review the offer letter for approval, then HR will officially send out the offer letter to the candidate

- 9. When the candidate accepts the offer, all remaining applicants that had not been moved to “not-hired” status should be moved with the appropriate reason so that HR can close the requisition
 - a. You will need to let the Admin know the reasonings for the remaining applicants

*This is a step or question added for COVID-19 protocols. This will likely be removed when the COVID-19 protocol is removed.