Martin-Gatton
College of Agriculture,
Food and Environment

Departmental Staff Hiring Information Sheet

Position Details

Position Title/Number:
Funding Details:

Job Posting

- [ ] Submit a **Staff Position Action Request Form**.
- [ ] Work with the supervisor/committee to create an engaging job summary, determine posting length, supp. question needs, etc.
- [ ] Complete the action, in the IES system, to begin the job posting process (after receiving the requisition the UK Employment Office will be in touch to finalize the job posting details with you).
- [ ] Once the job is posted, then communicate those details to the supervisor/committee, provide the **Job Advertising Information** and let them know that you will be in touch with additional information throughout the process.

Applicant Review

- [ ] Communicate, with the supervisor/committee, throughout the process, including applicant count updates & reminders regarding the date the job will close. Schedule committee meetings as needed.
- [ ] Provide the applicant materials, IES Guest Log In, MJRs, Interview Guide, benefits information, **Reference Check Guide**, and the process for completing **digital Personnel File Review to the committee**. Emphasize that an offer **cannot** be made until a Hiring Proposal is approved at all levels.
- [ ] Manage interview logistics as needed (scheduling, directions/map, parking, etc.).

Hiring Process Checklist

Complete	N/A	
☐	☐	**Complete Hiring Proposal** (see Hiring Proposal Guide)
☐	☐	Once the Hiring Proposal is approved at all levels, then **extend offer**.
☐	☐	Once the offer is accepted, Initiate Pre-employment Screen (PES) in IES.
☐	☐	When the PES is complete, **obtain I-9**.
☐	☐	**Finalize start date** and communicate that with IT.
☐	☐	Confirm that all **interview candidates have been contacted & process applicant dispositions** in IES.
☐	☐	**Submit Workflow** (position change actions) **or ZPAR** (new or rehire actions) along with supporting documents.
☐	☐	Provide employee with **myUK** Navigation instructions and payroll timeline details.
☐	☐	**Coordinate a welcome** for the employee (welcome emails, small gift, group lunch, etc.)
☐	☐	If applicable, process a payroll **cost distribution override** (CDEM).
☐	☐	Add the employee to applicable **contact lists** (group emails, Teams Channels, etc.)
☐	☐	Create a departmental **personnel file** & ensure the employee is **acclimated** to the unit.
☐	☐	**Review payroll reports** prior to the applicable deadlines.

Additional Tools:
Access Additional Hiring Resources