Quick Guide:

How to Hire a Student/Temporary Employee

Please note: The Principal Investigator (PI) on the grant being charged must initially request the recruitment. The PI should be the head of the hiring committee or appoint the committee and provide detailed guidance.

1. Fill out the IAB Recruitment form available on the IAB Human Resources website at http://www.iab.uaf.edu/humres/forms/IAB_Recruitment_Form.doc to request a job posting set-up. The document requests information such as supervisor, requirements to hold the position, duties of the position, funding for the position, intended pay rate for the position, and preliminary, intermediate, and interview screening questions.

2. Submit the IAB Recruitment form by email to Julie Logsdon (julie.logsdon@alaska.edu), IAB Human Resources Coordinator for Student and Temporary Employees (IAB HR), for processing and entry into the UAKjobs website.

3. IAB HR will audit the information and input the data into the UAKjobs website in **2-5 business days** (Note: March-June is the busiest season for hiring temporary employees and during this time it can take longer for entry due to the volume of requests submitted). If we have questions about the information you have submitted, you will be contacted by email for more information or clarification.

4. Once the data has been entered into UAKjobs, you will receive 2 emails:
   a. A system generated email notification from “syhr” – ignore it!
   b. An email from IAB HR with instructions for moving the job posting to the next stage of approval before posting to the website. – do what it says!

5. The job posting must be approved internally before it can be posted to the UAKjobs website. There are 2 IAB approvals and 1 UAF Human Resources approval that are necessary before the job posting can be posted. Depending on the availability of the approvers (due to field work schedules, travel, and workloads they may not be immediately available), this can take **3-5 business days**. Please note that in some rare instances, it can take up to 10 business days for this stage of the process when approvers are travelling or in the field for extended periods of time.

6. When the job posting has been posted to the UAKjobs website, you will receive similar emails to the emails you receive in step 4. These emails will provide you with a quick link to your specific job posting. You can provide the quick link to any applicants you may be in contact with and/or add it to any advertisements you may have for the position.

7. Create a hiring committee. The hiring committee is a group of people who will assist you in conducting screenings for this position. They should participate in all stages of the screenings to ensure fairness to the applicants. **We prefer that the hiring committee have a minimum of 3 members.** The hiring committee members do not have to be University employees, but they should be people who have knowledge of the duties of the job and general expectations that you will have of the future employees.

8. Job postings are to remain open for at least 1 month, but you may begin reviewing the applications a job posting has received after it has been open for 2 weeks. If the job posting has received an adequate amount of applications after 2 weeks, then a review date may be set and the hiring committee may begin screening the applications.

9. Once the job posting has closed, or the adequate number of applicants have applied to the job posting (as determined by the hiring committee), you may begin the review and screening process. To view the applications, follow these steps:
   a. Log in to the human resources side of UAKjobs (http://www.uakjobs.com/hr) using your supervisor account. If you don’t have one, contact IAB HR for assistance.
   b. Click on the “View” button under your job posting.
   c. UAKjobs will automatically load the Applicants tab of the job posting that has a list of applicants for you to review.
   d. You can view the application, resume, cover letter, etc. by clicking on the links located next to each applicant’s name. You can also print the applications, resumes, cover letters, etc. from this tab as well.
10. The first screening stage is the Primary Screening stage. UAKjobs will perform this stage for you. Applicants receive scores and can even be disqualified based on their answers to the Primary Screening questions. You can review these scores on the “Applicants” tab in UAKjobs and the scores are also printed with the application documents for each applicant when you print applications. If you disqualify applicants based on their Primary Screening stage score, please notify IAB HR so that the UAKjobs records can be adjusted accordingly.

11. Contact the members of your hiring committee and send them the Intermediate Screening questions that are attached to the job posting under the “Additional Screening Documents” tab. Note: These are some of the questions that were prepared during step 1 of this process.

12. Use the Intermediate Screening documents to score the applicants who have applied to your job posting. Please use blue or black ink to fill out the documents. If you create electronic documents of the screenings, please print off and sign at least the first page of each applicant’s screening document.

13. Collect the Intermediate Screening documents from each of the members of your hiring committee. Add up the scores that each applicant received on a spreadsheet or some other document that you can submit to IAB HR as justification for the recruitment file. Based on the scores alone, you may move some or all of the applicants to the next screening stage (interviews). You may also choose to hold applicants at this stage for further review later on or eliminate them based on the score they received. Please make your determinations as a committee and contact IAB HR with your decision. Give the Intermediate Screening documents and score summary document to IAB HR for the recruitment file. It usually takes 1-3 business days to receive an approval to interview the applicants.

14. When the request to interview the applicants has been approved, IAB HR will contact you by phone or email and you may begin the Interview Screening stage.

15. Repeat step 11 to obtain the Interview Screening documents.

16. Contact your hiring committee members and the applicants to set up interviews.

17. Conduct the interviews. Make sure to use blue or black ink to fill out the screening forms. Give as much detail as you can because it will help to show why you scored the applicants the way that you did. If the recruitment were ever contested for any reason, the information that you write on this document could be used to evaluate the fairness of the recruitment.

18. Repeat step 12-13 for the Interview Screening documents.

19. Repeat step 11 to obtain the Reference Check screening documents.

20. Perform a reference check of the employees who have passed the interview stage. Only 1 member of the hiring committee needs to contact the applicant’s references. Compile the scores and choose the one who the committee thinks will be the best fit for the position.

19a. If you have found an applicant to work for you during this process, then email IAB HR a request to hire them. It usually takes 3-7 business days to receive an approval to hire applicants.

19b. If you did not find any applicants to work for you, then email IAB HR to request to review additional applicants who applied after your first review date (if applicable) or to re-open the job posting again.

Congratulations!!
You’ve just hired a student/temporary employee!

NEXT STEP: Contact IAB HR for a new hire packet.