

# UEIjobs

## Hiring Proposal Approval Process and Employee Orientation

**Orientation:** UEI Policy states that no employee (students, casual, temporary or full time benefited) can begin working until they have attended a new hire orientation and have fully completed the required paperwork and received their employee ID#. **NOTE:** Out of area students will complete this process at their worksite with the hiring supervisor on their first day of work. SKYPE orientations are also available. Please contact Human Resources to arrange.

Once you have taken action on your hiring proposal, the following will occur automatically:

- The hiring proposal data will be written to a file that will be transmitted to UEI daily.

**Approval Time:** The Hiring Proposal generally takes 24-48 hours to be approved. This automated process is routed to the appropriate departments within UEI and the employee record is automatically added to the UEI Human Resources System.

- UEI Human Resources and/or your UEI Account Administrator will review the file for accuracy.
- Employees requiring pre-employment clearance will be temporarily held in "pending approval" status until results are received.

**Pre-employment clearances:** If requesting any pre-employment clearances, additional time will be required to coordinate and complete the required clearances. This will increase the approval time based on the number and type of pre-employment clearances requested. The employees start date may also be affected.

- Once the employee data has been approved, an automated email will be sent to the employee and the supervisor. The employee will be instructed to schedule his/her new hire orientation.

**Email Notifications:** Once the Hiring Proposal is approved, pre-employment clearances have been completed and the employee record has been added to the HRIS system, an email notification will be automatically generated to both the Hiring Supervisor and the Employee letting them know they are approved for hire and are required to schedule a new hire orientation.

## **Employee Orientation**

Newly hired employees are required to attend Employee Orientation before they begin working. The employee will receive an email instructing them to schedule their orientation as soon as possible. The email will explain what to expect at orientation and what to bring to orientation. Students who fail to bring the required documentation with them to orientation will not be able to start work until they are in full compliance.

The hiring supervisor will receive another auto generated email once the employee has completed their orientation. At this point, the student may begin work.