

UEIjobs

Hiring Proposal Approval Process and Employee Orientation

University Enterprises Inc., (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. Teleconference, WebEx or SKYPE orientations are available. Please contact Human Resources to arrange.

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

- UEI Human Resources and/or your UEI Account Administrator will review and approve the Hiring Proposal, typically the same day it was submitted.
- Employees requiring pre-employment background check will take longer to approve and will be temporarily held in “pending approval” status until results are received. UEI Human Resources will contact and coordinate pre-employment clearances on applicants when required. Hiring proposals will not be approved until clearances are received. Results can take three business days or longer. Please consider this when determining the applicants start date.
- Once the Hiring Proposal is approved, an automated email will be sent to the employee and the supervisor.
- The employee will be instructed to report to UEI Human Resources for his/her New Hire orientation. The email also includes UEI Human Resources hours of operation, and what to bring to orientation.