

UIS Extra Help Hiring Process

Option #1 – No Proposed Appointee

Step 1: The department initiates and routes the Extra Help job description in JDXpert for approval. The approval line includes HR, the budget officer, supervisor, and dean/director/department head.

Step 2: Once the Extra Help job description has been approved, the requisition will feed to Cornerstone.

Step 3: HR will post the Extra Help position to the job board.

Step 4: HR will send the department the Extra Help candidates' applications.

Step 6: The department will begin the interview process.

Step 7: The department will send HR their selected candidate.

Step 8: HR will contact the candidate to extend the offer of employment and initiate the pre-employment screenings and forms which will consist of:

- Background Check
- I-9 Form
- UI New Hire Forms

Step 9: The candidate and the supervisor will receive an email confirming the candidate completed all necessary steps and is set to begin. The supervisor will contact the candidate to determine where they should report on their first day, start time, dress code, etc.

Option #2 – Proposed Appointee

Step 1: The department initiates and routes the Extra Help job description in JDXpert for approval filling out the Proposed Appointee section indicating the candidate's name, email address, and proposed start date. The approval line includes HR, the budget officer, supervisor, and dean/director/department head.

Step 2: Once the Extra Help job description has been approved, the requisition will feed to Cornerstone.

Step 3: HR will send a link to the proposed appointee where they will upload their resume to have on file in Cornerstone.

Step 4: HR will contact the candidate to extend the offer of employment and initiate the pre-employment screenings and forms which will consist of:

- Background Check
- I-9 Form
- UI New Hire Forms

Step 5: The candidate and the supervisor will receive an email confirming the candidate completed all necessary steps and is set to begin. The supervisor will contact the candidate to determine where they should report on their first day, start time, dress code, etc.