Begin Hire Process

Request Approval to Hire (Hiring Supervisor) → Dept Head Approval → Request Handshake Post by ES (Hiring Supervisor) → Initiate Handshake Post (Employee Services) → Email Applications to Supervisor (Employee Services)

If applicable:
- Initiate BG Check (Employee Services)
- Job Offer Accepted (Employee)

If applicable:
- HR Approves BG Check
- Job Offer Letter (Hiring Supervisor)

If applicable:
- Dept Head Approval

If applicable:
- Present I-9 to HR (Employee)

If applicable:
- Initiate HireXpress (Employee Services)

If applicable:
- Initiate Hire ePAR (Employee Services)
- Fingerprinting (Employee)
- Send Non-Offer Letters (Employee Services)

Employee Services Closes Handshake Post

Request Approval to Hire (Hiring Supervisor)

For any questions regarding this process, please contact CaPCOT Employee Services
Email: CaPCOT.EmployeeServices@nau.edu
Phone: 928-523-3639
Website: https://in.nau.edu/biac/employee-services/