NORTHERN ARIZONA UNIVERSITY

Business Intelligence, Analytics, and Communication

Begin Hire Process

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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) → **Matrix, Interviews, & Reference Checks** (Hiring Supervisor)

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Present I-9 to HR (Employee) ← **Initiate HireXpress** (Employee Services) ← **HR Approves BG Check** ← **Initiate BG Check** *If applicable* (Employee Services) ← **Job Offer Accepted** (Employee) ← **Job Offer Letter** (Hiring Supervisor)

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Initiate Hire ePAR (Employee Services) → **Fingerprinting** *If applicable* (Employee) → **Send Non-Offer Letters** (Employee Services) → **Employee Services Closes Handshake Post**