



Physiology UA Staff/Postdoc Hiring Request Form

Talent Posting Information

Links:

Physiology HR Information: https://physiology.arizona.edu/human-resources-and-payroll-information

Recruitment Administration Guidelines: https://hr.arizona.edu/sites/default/files/Recruitment%20Administration%20Guidelines.pdf

Request date: _____ Is a DCC Pre-Hire needed: [] Yes [] No

Funding account number (s) _____ Funding % _____ Account #2 _____ Funding % _____

Rate of Pay for posting (check one): [] List as DOE [] List as a Range

Limit to UA Employees only? (check one) [] Yes [] No

Application documents required (check all that apply) [] Resume/CV [] Cover letter

List any additional documents required: _____

Interview/applicant reviewers (min. 2 individuals): _____

For all competitive recruitments, a minimum of two qualified candidates (applicants who meet minimum qualifications) must be interviewed when the applicant pool yields ten or more qualified candidates.

Moving allowance? [] Yes [] No if yes, what amount? Max \$5K _____

Moving allowance account number: _____ Background Check account number: _____

Note: Sponsored Projects Accounts cannot be used for moving allowances or background checks. Moving allowance costs incl. ERE.

On-Boarding Information

Position will be based in (bldg./room) _____ Additional access needed for (bldg./rm) _____

New Hire/Orientation partner: _____

*The role of the orientation partner is to serve as an informal point of contact for new hires to include information about the position, lab processes/procedures and department processes. This role serves as a partner to the supervisor – not a substitute and should be available on the new hire's first day.

Will this position be working with: Hazardous Chemicals Radioactive materials Lasers or other non-ionizing radiation Handling Animals(live or deceased) Driving on University Business in UA, Rented or personal vehicle? Performing work that requires PPE (resp/hearing protection)? Bloodborne pathogens or other biological materials?

Time approver: _____ Supervisor: _____

Requester signature: _____

Please return this completed form to Denise Carrillo, dyg@arizona.edu

For Office Use

PCN: _____ EmplID: _____ Position/Create Modify: _____ PD: _____ New Hire: _____ I-9 Transaction: _____

Box Folder Welcome E-mail/I-9 Information Listserv