



Hiring Process Outline

THE UNIVERSITY OF ALABAMA®

Contingent Offer Hiring Process Outline



Division of
Finance and Operations
Human Resources

1. Review and submit position description through approval process.
2. Create a requisition from the approved position description.
3. Once approved, requisition is posted to careers.ua.edu.
4. Applicants apply to the open requisition.
5. Requisition closes. If you would like to repost, please reach out to your Talent Acquisition Specialist or HR Business Partner.
6. Department screens and interviews selected applicants.
7. Finalist is selected.
8. Offer card is created (with appropriate approvals).
9. Online offer is made to applicant.
10. Applicant accepts online offer.
11. Applicant completes New Starter Form.
12. Applicant and Hiring Manager receive CWID.
13. ePA submitted through automated process. If there is a change in the contingent start date, submit superseding ePA.
14. Background check, MVR, other appropriate screenings are submitted.
15. Email is sent confirming if all required screenings are approved. This email confirms if new hire is able to start. Your Talent Acquisition Specialist will be in contact if this contingent start date needs to be pushed back.
16. Your new hire will also need to attend a pre-employment appoint prior to their start date and New Employee Orientation on their first day.
17. Hiring manager and new hire completes onboarding tasks.

Enhanced Hiring Process Outline

1. Review and submit position description through approval process.
2. Create a requisition from the approved position description.
3. Once approved, requisition is posted to careers.ua.edu.
4. Applicants apply to the open requisition.
5. Requisition closes. If you would like to repost, please reach out to your Talent Acquisition Specialist or HR Business Partner.
6. Department screens and interviews selected applicants.
7. Finalist is selected. Change status to "Request Background Check."
8. Background check, MVR, Enhanced Check, other appropriate screenings are submitted.
9. Once all required checks are approved, status will be changed to "Finalist Recommendation."
10. Offer card is created (with appropriate approvals).
11. Online offer is made to applicant.
12. Applicant accepts online offer.
13. Applicant completes New Starter Form.
14. Applicant and Hiring Manager receive CWID.
15. ePA submitted through automated process. If there is a change in the start date, submit superseding ePA.
16. Your new hire will also need to attend a pre-employment appoint prior to their start date and New Employee Orientation on their first day.
17. Hiring manager and new hire completes onboarding tasks.



**For more information, please contact
your Talent Acquisition Specialist or
HR Business Partner!**