# HIRING @ A GLANCE

**1**

*Hiring Manager Requests Position Posted:*
- Request *Personnel Requisition* Form from HR
- Email completed form to HR with current *PAIRE Job Description*
- Interview & Hire Record form sent to PI - to track interviews & list reason for selection/non-selection

**2**

*HR Confirms:*
- Job description is accurate
- Salary in line with PAIRE Salary Schedule
- Start date; hours per week; job status (temp/regular)
- PI's account status with Contract & Grant staff

**3**

*HR Posts Job for at least 3 days with:*
- Ca Employment Development Department
- PAIRE website, www.paire.org
- Other recruitment sites as selected by Hiring Manager

**4**

*HR Reviews Responses and*
- Forwards resumes of respondents that possess the basic qualifications to Hiring Manager or designee

**5**

*Hiring Manager:*
- Reviews respondents' resumes
- Selects candidates to interview
- Schedules interviews
- Emails HR names of interviewees

**6**

*HR Emails Interviewees:*
- *PAIRE Job Application & VAF-OF-306*
- -Interviewee gives forms to Hiring Manager
- -Hiring Manager sends forms to HR upon selection

**7**

*Hiring Manager:*
- Interviews candidates
- Notifies HR when a candidate is selected*
- Confirms salary & start date with HR
- Sends HR all PAIRE forms received
- Emails HR the Interview & Hire Record

*If selected candidate requires a work visa, attorney & processing fees for the candidate will be charged to the PI. Contact HR to discuss.

## Final Step:

*HR:*
- Emails *Employment Authorization Request (EAR)* form to Hiring Manager
- *PAIRE Job Description* for new hire

*Hiring Manager:*
***Signs and returns to HR:***
- *EAR* form
- *PAIRE Job Description*

*HR:*
- Sends offer letter with new hire packet, including WOC paperwork, to selected candidate
- Follows-up with new hire paperwork