**Extra Help Hiring Process**

**Step 1**: Submit and route the EH Position Description in HireTouch for approval.

**Step 2**: Once the EH Position Description has been approved, you will submit and route the EH Position Request Form in HireTouch for approval.

**Step 3**: You will be notified via email when the EH request has either been approved or denied.

**Step 4**: You will have to option to either post your position to the job board **and/or** request applicants from the Extra Help pool posted to the job board on a continuous basis.

**Please note**: If the department chooses to post an Extra Help vacancy, you will also receive the list from the Extra Help pool. If the department has already interviewed a candidate for the same Extra Help category in the list of applicants received, they will not have to interview the candidate twice.

**Step 5**: HR will send the department the EH candidates’ applications.

**Step 6**: The department will begin the interview process.

**Step 7**: The department will send HR the Extra Help Employment Checklist.

**Step 8**: HR will contact the candidate to extend the offer of employment, and schedule the new hire appointment, which will consist of:

The candidate Signing the Conditional Hire Acknowledgement and Agreement Form

HR ordering the Background Check

The candidate completing the background check

Completing the I-9 Form

The candidate reviewing and signing the Job Description

HR reviewing the new hire forms email with the candidate

HR giving a brief review of My UI Info, System HR Webpage, UIS Webpage

**Please note**: HR does have walk-in hours Monday, Wednesday and Friday from 8:30a.m. – 5:00p.m. for the Extra Help new hire appointment. However, it is highly encouraged for an appointment to be scheduled to avoid waiting times.

**Step 9**: The candidate and the supervisor will receive the background check results via email. The supervisor will contact the candidate to determine a start date, where they should report on their first day, etc. The supervisor will inform HR of the start date, which will be entered into HRFE.