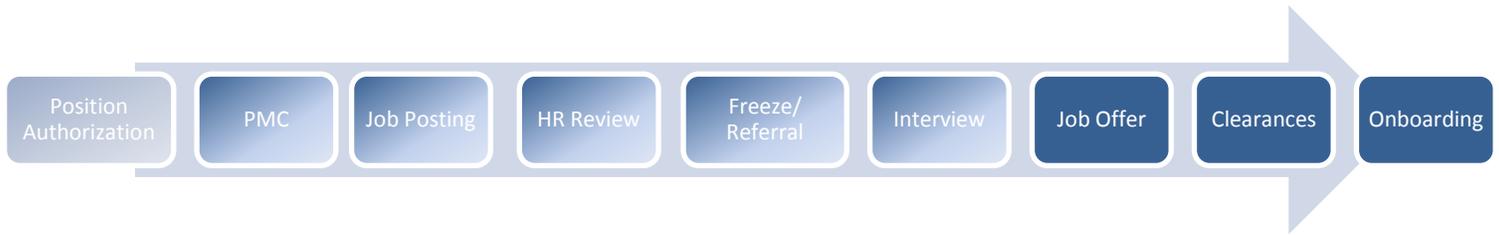


Onboarding Civil Service Employees – UI Health

After the Department selects their candidate for the job, the HR Officer begins the processes involved in onboarding the candidate, which actually encompasses three sub-processes: **Job Offer, Clearances, and Onboarding.**



The HR Officer is responsible for completing these processes; however the Department can track the activity of each step in HireTouch.

Definitions

Term	Definition
Equity Study	Comparison of proposed salary suggested by the Department and other salaries in the same Department for similar positions
Transfer Candidate	Applicants for a position who are currently employed in another Department on campus in the same classification

Department View of the Onboarding Processes

Department users can view the status of the Job Offer, Clearances, and Onboarding processes in the **Civil Service Jobs** view.

JOB INFORMATION						HIRING PROCESS								
TITLE	JOB ID	STATUS	ORG CODE	ORG NAME	HR OFFICER	POSITION AUTHORIZATION	PMC	POSTING	HR REVIEW	FREEZE/ REFERRAL	INTERVIEW	JOB OFFER	CLEARANCES	ONBOARDING
Accounting Associate (Grants Manager) – Neurology	4024	CS Post Job	2519000	Neurology	HR Officer	●	●	●						
Accounting Associate - Ambulatory Admin	4012	PMC Denied	2815000	Ambulatory Administration	Victoria Mezydio	●	●	●						
Business Administrative/Associate (Financial Analyst) - Nursing Svc	4021	Closed	2398012	Hospital Nursing Svc	Kenneth Scott	●	●	●	●	●	●	●	●	●
Human Resource Associate - Nursing Administrative Support	4019	Open	2398007	Nursing Administrative Support	Kenneth Scott	●	●	●						

The icon in the column of each process tells you the status of the process. You can use this icon to monitor the status of your job throughout each process.

Departments also can view the process status in the **Processes** list, seen within the Job **Properties** of a position.

The screenshot shows a web application interface with a navigation bar (HOME, APPLICANTS, JOBS, TASKS) and a main content area. The main content area displays job details for 'Business Administrative/Associate (Financial Analyst) - Nursing Svc'. The 'Processes' tab is active, showing a list of process steps with their status and dates. A red box highlights the 'Processes' list.

Process Step	Status	Date
Position Authorization:	Approved	1/9/14
Posting:	Completed	1/9/14
HR Review:	Dept Referral	1/10/14
Freeze/Referral:	Dept Referral	1/10/14
Interview:	Completed	1/12/14
Job Offer:	Offer Accepted (Pending Clearances)	1/12/14
Clearances:	Completed	1/12/14
Onboarding:	In Progress	1/12/14

Monitoring the Job Offer Process

The HR Officer is responsible for extending the job offer to the selected candidate. During the process, the HR Officer might contact the Department to discuss issues related to the salary offer. The Department also can monitor the status of the **Job Offer** process by viewing the icons on the **Civil Service Jobs** view.

Job Offer Process Icon Statuses

Icon	Status Name	Description
	Dept Salary Proposed	Previous process is complete (Interview). Current process (Job Offer) is ready to begin. Department has notified the HR Officer of the proposed salary for the Selected Candidate.
	Salary Review	HR Officer is completing a review of the department's proposed salary, including possible equity studies and potential Provost approval.
	Offer Extended	HR Officer has notified the selected candidate of a tentative offer for the position. Status will remain as Offer Extended while negotiations with the selected candidate proceed.
	Offer Accepted Pending Clearances	Candidate accepts the job offer, tentatively, pending the outcome of any required clearance checks for the job. Current process (Job Offer) is complete and the next process (Clearances) will begin.



NOTE: Placing your mouse cursor over the icon will display the current status and date of the process.

Once the selected candidate accepts the tentative job offer, the HR Officer indicates this on the candidate's profile by changing their Applicant Status to **Offer Accepted**.

Changing the candidate's status to **Offer Accepted** triggers the following actions:

- Ends the **Job Offer** process by automatically changing the status to **Offer Accepted Pending Clearances**
- Begins the **Clearances** process by automatically changing the status to **Initiated**
- Sends an email automatically to the Department notifying them that the selected candidate has accepted the tentative job offer and the **Clearances** process will begin (Email #AC028). Refer to the **HireTouch Civil Service Process Correspondences** document for an example of this email.

Monitoring the Clearances Process

The HR Officer is responsible for completing the **Clearances** process. During the process, the selected candidate completes paperwork that assists the HR Officer in completing the clearance checks needed for the specific job. The Department also can monitor the status of the **Clearances** process by viewing the icons on the **Civil Service Jobs** view.

Clearances Process Icon Statuses

Icon	Status Name	Description
	Initiated	Previous process (Job Offer) is complete. Current process (Clearances) is ready to begin.
	In Progress	Current process (Clearances) is in progress with the HR Officer
	Completed	Selected candidate has passed all Clearances. Current process (Clearances) is complete and the next process (Onboarding) will begin.



NOTE: *Placing your mouse cursor over the icon will display the current status and date of the process.*

Once all the tasks involved in the **Clearances** process are complete and the appropriate paperwork is received back from the candidate, the HR Officer determines if the candidate passes or does not pass clearances.

Candidate Passes Clearances

If all required clearances are passed, the HR Officer indicates this on the candidate's profile by changing their Applicant Status to **Passed Clearances**.

Changing the candidate's status to **Passed Clearances** triggers the following actions:

- Ends the **Clearances** processes by automatically changing the status to **Completed**
- Begins the **Onboarding** process by automatically changing the status to **Initiated**
- Sends an email automatically to the Department notifying them that the selected candidate has passed clearances and that the **Onboarding** process will begin (Email #AC029)

Candidate Does Not Pass Clearances

If the candidate does not pass the necessary clearances, the HR Officer must indicate this on the candidate's profile as well by changing the candidate's Applicant Status to **Didn't Pass Clearances**.

Changing the candidate's status to **Didn't Pass Clearances** triggers the following actions:

- Resets the **Clearances** processes by automatically changing the status to **In Progress**
- Sends an email automatically to the Department notifying them that the selected candidate did not pass clearances and the next steps required (Email #AC032)

Monitoring the Onboarding Process

Finally, the HR Officer is responsible for completing the **Onboarding** process. This is the final step in the Civil Service hiring process. During this process, the HR Officer confirms final information about the job, as well as information about the start date and orientation(s) offered as part of the job acceptance. The Department also can monitor the status of the **Onboarding** process by viewing the icons on the **Civil Service Jobs** view

Onboarding Process Icon Statuses

Icon	Status Name	Description
	Initiated	Previous process (Clearances) is complete. Current process (Onboarding) is ready to begin
	In Progress	Current process (Onboarding) is in progress with the HR Officer
	Completed	Selected candidate has confirmed their Start Date for the job. Current process (Onboarding) is complete. The job is considered filled.



NOTE: *Placing your mouse cursor over the icon will display the current status and date of the process.*

After the HR Officer confirms the final job information, they will send the **Position Acceptance Notice** email (Email #AC025) to the candidate as final acceptance of the job. The HR Officer also will change the candidate's Applicant Status to **Hired**.

Changing the candidate's status to **Hired** triggers the following actions:

- Ends the **Onboarding** process by automatically changing the status to **Completed**
- Sends an email automatically to the department confirming the Start Date of the candidate (Email #AC035)
- Closes out the job in HireTouch by automatically changing the Job Status to **Job Filled**

With the Job Status changed to **Job Filled**, the Civil Service hiring process for this job is complete.