

Recruitment Process

Provost Business Office-HR

Step 1- Position Description : Please complete a [Position Description Form](#) and return to provosthr@arizona.edu . To draft postings in our Talent system, departments must first create new Position Control Numbers (PCNs) in UAccess Employee. These transactions are automatically routed to the U of A Compensation Team for review and approval. The approval timeline for PCN's is 7-10 business days. A Position Description is not required for Faculty Positions. Departments may submit a regular Job Description.

Step 2- Electronic Recruitment Form: Due to the number of units we service and volume of recruitments processed by our office, our HR Team utilizes an electronic recruitment form to collect posting requests. This form allows our HR team to 1) gather necessary information to create job postings through Talent (i.e. search committee/interviewer info, salary etc.), 2) stay organized and 3) track the number of requests received and processed by our team. Electronic submissions are reviewed daily. Please use this [link](#) when ready to submit your recruitment request to our team for processing.

- You will need to log in using your UA e-mail, UA Net ID and Password. The minimum timeline for posting of recruitments in Talent is 15 business days. This timeline takes into consideration the following:
 - PCN Approval: 7-10 days
 - Posting processing and approval: 3-5 business days.

Timeline may be extended depending on workload and when PCN's become available in Talent.

Step 3- Posting: Postings are assigned to a recruitment coordinator in our HR Team. Your designated recruitment coordinator will reach out with a draft of your posting prior to routing to Central HR for approval. They will also assist you throughout the entire recruitment and onboarding cycle. Your recruitment coordinator should be invited to your first search committee meeting to review [Recruitment and Onboarding Best Practices](#).