

READY HIRE

Step	AU Ready Hire Procedures
1	Department connects with Ready Hire Coordinator to discuss the position. Department submits the Temp. Job Order form.
2	Ready Hire Coordinator shares opportunity with candidate pool and schedules interviews.
3	Candidate is made an offer.
4	The department submits hiring E-Action for PT Staff employment 7 days prior to start date. (Candidates are eligible to work full-time (35 hrs. per week) for up to 3 months within one calendar year; however, EActions are completed for PT staff irrespective of the number of hours worked.) Please note in the EAction Comments/Remarks section that this is a Ready Hire position.
5	Ready Hire sends an email confirmation to the candidate and copies the hiring manager with pertinent hiring details, such as start date, hourly wage, duration of employment, location, and a copy of AU policies and procedures.
6	Ready Hire candidate completes background check. ALL AU staff are required to successfully complete a background check (and may require additional review from Employee Relations) before starting work.
7	Human Resources will send Ready Hire candidates starting their first assignment or who have not worked at American University for more than 2 years a New Hire Packet by e-mail. This packet includes payroll and employment paperwork.
8	HR processes hiring action and hiring paperwork. This places the new employee in the AU systems and generates the AU ID number.
9	The hiring department submits IT access requests to the Help Desk with the newly generated AU ID number by submitting the New Hire Onboarding Form. A link to the form will be shared as soon as the candidate completes the background check and the EAction is processed by HR. OIT creates the email address and grants any IT access. Please note that some systems require online trainings to grant access. Any concerns about this process should be directed to the IT Help Desk at 202-885-2550 or helpdesk@american.edu
10	Offers of employment are contingent upon providing proof of employment eligibility in the United States. Verification of Federal Form I-9, Section 2 must be completed no later than 3 business days from candidate's first day of work at American University by an AU I-9 certified approver.
11	The new Ready Hire goes to One Card to obtain AU ID card (only if required by department).
12	Any request for building access should be made by an authorized individual to access@american.edu . The departmental HR Representative can provide the name of the authorized person for the unit.
13	At or nearing the end of the assignment, the department HR Representative submits the termination employee action of Term EAction.