

Steps for Hiring Benefited Academic Personnel

Postdoctoral Associates need not go through the regular advertising process. If a position is not advertised, please do steps 1, 2, 9, 10, 12, 13, and 15.

1. Contact your dean's or director's office for additional internal requirements specific to the position and division.
2. Complete and submit a **Faculty or Academic Professional Recruitment Authorization** form to Academic Affairs.
http://uwadmnweb.uwyo.edu/acadaffairs/forms/Recruit_auth_for_fac_nov_2006.doc
http://uwadmnweb.uwyo.edu/acadaffairs/forms/Recruit_auth_for_AP_nov_2006.doc
3. Complete a **Job Requisition Administrative/Faculty/Academic Professional** (HR PS-13).
<http://uwadmnweb.uwyo.edu/hremloyment/PS-13.doc>
4. Obtain approval of the advertisement from Faculty Immigration Coordinator (FIC) before submitting form to the Employment Practices Office (EPO). FIC initials on the **Job Requisition** or an email message attached to the form will indicate approval.
5. Prepare a **Search Plan** * and submit with **Job Requisition** to EPO.
6. Send an **Applicant Letter** * and **EEO Form*** to every applicant.
7. Submit the **Telephone Compliance Report** * to EPO prior to conducting telephone interviews.
8. Submit **Compliance Report Part I** * to EPO prior to conducting on-site interviews.
9. Every applicant must fill out **Disclosure and Certificate of Applicant** (HR PS-14) at time of the interview. <https://uwadmnweb.uwyo.edu/hremloyment/PS-14.asp>
 - If a crime is disclosed on the form, contact your dean or director.
10. If interviewing an international candidate, schedule a time for the Faculty Immigration Coordinator to meet with the candidate.
11. Submit **Compliance Report Part II*** to EPO prior to offering the position.
12. Give the candidate an **Offer Letter**.
 - Include a copy of the **Supplementary Information to Accompany Offer Letters**, which can be found on the Academic Affairs website at:
http://uwadmnweb.uwyo.edu/acadaffairs/policystatements/Sup_info_Offer_Letters.doc
13. If an international candidate accepts the offer, provide the Faculty Immigration Coordinator with the candidate's contact information immediately (to ensure appropriate work authorization is obtained in advance of the proposed start date).
14. If a tenured, tenure-track, or extended-term-track position, arrange for official transcripts that show the highest degree to be mailed by the issuing institution to the Vice President for Academic Affairs' office. (If official transcripts are not received by the start date, the person will be hired as an "Instructor" until the transcripts are received, at which time the title will be changed by AA to the appropriate academic title.)
15. Submit completed **Academic Benefited Hiring** form (HR PS-8) in accordance with the instructions and checklist on the form, with following attachments:
 - Copy of Social Security Card (department personnel must make the copy)
 - I-9 (if international employee, the I-9 must be filled out in person at the HR office)
 - Disclosure and Certificate of Applicant
 - Direct Deposit
 - W-4
 - Post Offer form (HR PS-12)

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- Copy of offer and acceptance letter
- In addition to the documents listed on the HR forms checklist, if a tenured, tenure-track or extended-term position include:
 - Three letters of reference
 - The vitae

* Visit Employment Practices Office website for additional information and forms at:

<http://www.uwyo.edu/EmploymentPractices/FacSearches.asp>

Contact Information:

Academic Affairs

Old Main 312

766-4286

Mailing address for transcripts -

Dept 3302, 1000 E University Ave.,

Laramie, WY 82071 (Attention: Dawn Gould)

<http://uwadmnweb.uwyo.edu/AcadAffairs/>

Employment Practices Office

Old Main 402

766-3459

<http://www.uwyo.edu/EmploymentPractices/>

Faculty Immigration Coordinator – Carrie Hesco

International Programs

Knight Hall Room 248

766-3638

chesco@uwyo.edu

Human Resources

Wyo Hall 139

766-2215

<http://uwadmnweb.uwyo.edu/hr/default.asp>