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**Embedded HR: Department Checklist**

**Request to Post a Job**

Send a completed posting template

**OR**

Send a previous PRN (Position Requisition Number)

*Note: Please use the template if there are necessary changes to the position. (ex. supervisor, pay rate range, etc.)*

**Hiring**

**If the position is POSTED:**

 Name of Selected Candidate and UNID (if any)

 Copy of Signed Offer Letter (if any)

*For Offer Letter Templates:* [*https://www.hr.utah.edu/serviceTeams/job-offer-tools.php*](https://www.hr.utah.edu/serviceTeams/job-offer-tools.php)

Names of applicants you interviewed but not hired

**If the position is NOT POSTED: (Example: Student Job Codes)**

 Name of Selected Candidate and UNID (if any)

 Copy of Signed Offer Letter (if any)

*For Offer Letter Templates:* [*https://www.hr.utah.edu/serviceTeams/job-offer-tools.php*](https://www.hr.utah.edu/serviceTeams/job-offer-tools.php)

Candidate’s Email Address

Candidate’s Phone Number

Chartfields for background check and salary

Start Date

Org ID/Department

Supervisor Name and UNID

**ePAF for Job Changes (Termination, supervisor update, etc.)**

Type of Job Change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Note: Please indicate the last date worked for termination request.)*

Documentation of the requested job change (termination letter/emails, etc.)

*The following items will be done by HR once the necessary information is received.*

*Criminal Background Check/Drug Test*

*Hire ePAFs (Electronic Personal Action Form)*

*eI-9s Schedule Appointments)/Invention Assignment Agreement Forms*

*Basic Onboarding Materials*

*Other ePAFs*