|  |  |  |
| --- | --- | --- |
| **Process Step** | **Description** | **Approval Needed** |
| **Step 16: Completing the Hire** | The approved offer letter and an authorization for background check will be sent to the applicant for review and signature. The applicant will also be notified that they will need to have official transcripts for their highest degree held sent to the hiring department. Once the signed offer letter, the official transcripts and the background check (that has been reviewed and approved by HR) is received by the hiring department, an ePAR is created to officially hire the applicant on the posted vacancy. When the ePAR is received by Budget a “Notice of Appointment” is created and sent out to the applicant by the department. Once the applicant has signed the notice of appointment and it has been received by Budget the ePAR is completed and the applicant becomes an employee of record effective on the start date. *(Section C.11 of COFS)* | Approvals as required in the ePAR system. |