



The logo features the letters 'AU' in a stylized font, with the 'A' in red and the 'U' in blue, set against a white background. To the right of 'AU', the word 'READY' is written in a bold, blue, sans-serif font. Below 'READY' is a horizontal line that is red on the left and blue on the right. Below this line, the word 'HIRE' is written in a larger, bold, blue, sans-serif font.

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	Hiring Unit begins Workday processes to Create a New Position and corresponding Job Requisition. Guidance will be provided by the Ready Hire Coordinator. Please allow 3-5 days for this step as many Workday tasks and approvals are required.
4	Candidate is made an offer.
5	The Ready Hire Coordinator will manage the Workday Offer tasks with Hiring Unit support. Please note that the hiring process is different for Ready Hire candidates who are internal candidates or have another position at AU.
6	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. Some positions will require an Offer Letter. The Ready Hire Coordinator will manage the process for these positions.
7	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.
8	<p>As part of the staff onboarding process, Workday is responsible for automatically creating new staff accounts for the following systems:</p> <ul style="list-style-type: none"> • Active Directory • Microsoft 365 (email, calendaring and office applications) • Workday <p>The supervisor should work with the OIT Help Desk to request a workstation and phone number be assigned and configured, as well as to request any other privileged access. See the online New Hire IT OnBoarding Form and IT Access Request Guide. Any concerns about this process should be directed to the IT Help Desk at 202-855-2550 or helpdesk@american.edu.</p>
9	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.
10	The new Ready Hire goes to One Card to obtain AU ID card (only if required by department).

11	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.
12	At or nearing the end of the assignment, the department HR Representative should reach out to the Ready Hire Coordinator on the next steps. Do not terminate the Ready Hire before contacting the Ready Hire Coordinator.