Student Employment Time to Hire

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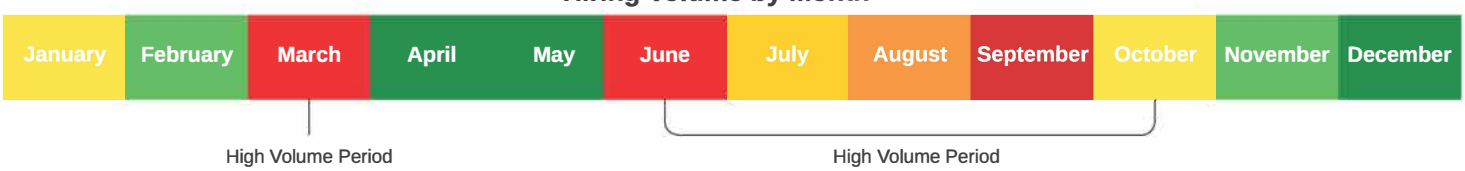
Time to Complete (Low Volume Hire Period)	Time to Complete (High Volume Hire Period)	
3 Days	3 Days	JD Creation - *Drafting new job description for classification*
3 Days	3 Days	JD Classification - *Job is reviewed and classified*
2 Days	1 Week	Handshake Posting & Publishing - *Gathers details regarding posting, create posting in Handshake, and wait time for SEO to publish*
2 - 4 Weeks	2 - 4 Weeks	Job Posting & Application Collection - *Published posting gathers applications*
2 Days	1 Week	Screening - *Hiring Authority reviews applications*
1 Week	1 Week	Interviews - *Schedules interviews with selected candidates, conducts interviews and makes determination on hire(s). Sends selections(s) to HR*
1 Week	2 Weeks	Onboarding - *Creates offer letter, completes new hire documents via Onboarding Solution, schedules Oath and I-9 authorization document review*
1 Day	1 Day	UCPath Transaction - *Enters appointment information into UCPath, goes through local approval*
2 Days	1 Week	UCPath Approval - *UCPC Processes appointment transaction and Employee ID is generated*
1 Day	3 Days	Systems Access - *Employee ID sent to IT group for AD creation*
HR processing time: Allow for 2 weeks before desired start date	HR processing time: Allow for 4 weeks	

HR Processing

Hiring Volume by Month*



*Based on hiring volume data from FY 20-21