

General University Policies and Procedures for Hiring

It is important when you have someone to hire, you immediately contact Rachelle Reamkitkarn (rachelle@ee.ucla.edu) or Ilhee Choi (ilhee@ee.ucla.edu). Hiring procedures take time and require full compliance with Federal laws and University policies and procedures.

1. Your candidate is **not an employee unless s/he is properly hired**: Therefore, your candidate cannot start working until then. It is **illegal** to hire someone after s/he has started working.
2. Your candidate **requires proper employment authorization or visa** to be hired. An alien individual **cannot work** until his/her visa is approved.
3. Hiring documents, including 1-9 Employment Eligibility form, must be completed and signed by the employee **in person on or prior to starting date**.
4. The 1-9 form (<http://www.uscis.gov/files/form/i-9.pdf>) must be accompanied by the appropriate IDs specified in the instructions attached to the form.

The employee is required to **show the original** of these documents to the hiring officer. If a candidate would not be able to be physically present at UCLA on or prior to the hiring date, please inform Rachelle immediately.

Allow us to emphasize that the entire hiring process and obtaining an H1-B visa take time, until then, the employee cannot be hired nor can s/he work. Please refer to the following table on the approximate time required for hiring.

Required Period for Hiring

Employees:

	<u>Approximate Period</u>	<u>Procedures</u>
Staff:		
Permanent	3 months	Create job description (JD) for CHR's Approval Advertise position, screen, interview and select. Salary approval by School *CHR = Campus Human Resources
Temporary/Contract	1 month	Create JD. Final approval of JD by CHR.
Post-Docs:	2 weeks	CV, PI's letter. Final approval by Graduate Division
Research Engineers:	2 months	CV, Bibliography, PI's letter. Final approval by the Dean (Asst. Research) and the Chancellor (Associate Researcher and Researcher)

Visas:

	<u>Required Period</u>	<u>Procedures</u>
H1-B	6 months	Apply and file. Approval by US Citizenship & Immigration Services (USCIS)
J-1	2-3 weeks	Apply and file. Approval by USCIS