



Human Resources

1025 NINTH AVENUE
GREELEY, COLORADO 80631
PHONE: 970-348-6070
FAX: 970-348-6031

UNC Tutor/Work Study New Hire Checklist

☞ **Position needing to be filled**

- Once the position is approved by your Supervisor, Director, or Executive Director, send an email with the classified position posting form to the HR Administrative Assistant for Employment and Highly Qualified- they will post the position needed
 - They can be contacted at 970.348.6072 or 970.348.6070

☞ **Application**

- Once you review the applications in AppliTrack, select potential candidates to schedule interviews

☞ **Interview Process** (for selected candidates)

- The hiring supervisor of that department will contact qualified candidates to set up an interview with
- Once the final candidates have been chosen, contact Human Resources at 970.348.6070 to run a background check
- Once background check has been cleared, position may be offered to candidate

☞ **New Hire Checklist** (Once you have offered/selected for the position)

- Fingerprints can be done through UNC or the Human Resources Department; Verify with applicant if the fingerprints have been completed previously. If completed, skip fingerprint card steps below
- The new hire must obtain a fingerprint card from the Human Resources Department. The new hire will need to go to the North Jail Complex with a valid photo ID and \$10.00
 - 2110 O Street, Greeley, CO 80631
 - The jail hours: 8am-5pm
 - 970.356.4015 ext.3904
 - No appointment necessary
- The new hire must return the fingerprint card to Human Resources once completed
 - There is an additional \$39.50 required for the Colorado Bureau of Investigations to process fingerprints. Cash or check are the only acceptable forms of payment. Human Resources does not have change

- ☞ Please contact your hiring manager or the Human Resources Department if you have any questions