

# ARSC Online Hiring Request Form Guidelines

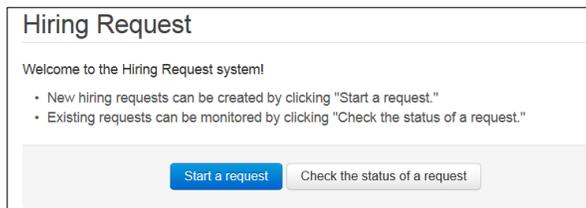
A hiring request form is required to fill ANY new or vacant position.

**Please ensure that the Director/Department Chair has discussed any new position requests with Interim Dean Todd Shields prior to completing this process.**

You must have a position number (PSB) in order to complete this form.

## To create a hiring request:

1. Log into <https://hiringrequest.uark.edu> with your UARK username and password. **\*\*Bookmark this site after you log in.\*\***



The screenshot shows the 'Hiring Request' system interface. It includes a welcome message, instructions on how to create new requests or check the status of existing ones, and two buttons: 'Start a request' and 'Check the status of a request'.

2. Click "Start a Request".
3. Complete ALL required form fields. Ensure that all information is entered correctly to avoid delays in getting the request approved. You will NOT be able to edit this form once you submit it. Please write in complete, grammatically correct sentences.

4. In the Comments section - **Please indicate the email addresses of each individual that should be notified when the hiring request is approved.**

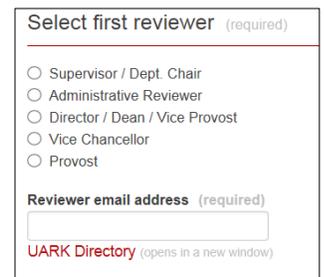


The screenshot shows the 'Comments' section of the form. It includes a text area for entering additional information and a link to the 'UARK Directory'.

5. In the "Select first reviewer" section, select the appropriate next level in the approval process.

At the departmental level, the next approver is Supervisor/Department Chair.

If you are the Supervisor/Department Chair, please select Administrative Reviewer and insert Ecs002@uark.edu in the email address field.



The screenshot shows the 'Select first reviewer' section of the form. It includes radio buttons for selecting the reviewer level and a text field for the reviewer's email address.

**Note:** Do not select Provost unless she is the appropriate next level in the approval process.

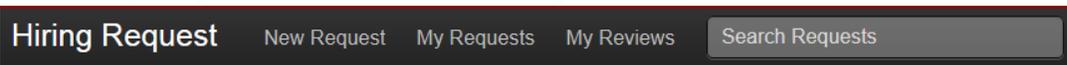
6. Enter the reviewer's UARK email address.
7. Click "Submit request". You will receive an acknowledgement email, and the reviewer will receive a notification email.

### To review a hiring request:

1. When you receive a notification email that a hiring request is pending your approval, click the embedded link to access the form.
2. Log in with your UARK username and password.
3. Review the request and click Approve or Deny. Include an optional comment in the text box.
4. Select the next reviewer. **Note:** Do not select Provost unless she is the appropriate next level in the approval process.
5. Enter the reviewer's UARK email address unless the next reviewer is the Provost.
6. Click "Submit".

### To check the status of your requests:

1. Log in to <https://hiringrequest.uark.edu> using your UARK username and password.
2. Select "My Requests" from the bar at the top of the screen.



### Things to Note:

1. Copy and paste <https://hiringrequest.uark.edu> into your browser instead of clicking on it from this document to prevent errors.
2. Bookmark the Hiring Request site *after* you have logged into the system.
3. No changes can be made to the form once it has been submitted. Any adjustments will require the document to be denied and resubmitted.