

Hiring Process for Career Academy of Utah

1. Executive Director completes recommendation for hire requisition and submit to Stratus HR.
2. Within 3 business days, Stratus HR verifies all relevant credentials for applicant and submits an offer letter to CAU executive director for review
3. Within 2 business days of receiving approval by CAU executive director, Stratus provides applicant:
 - a. Offer Letter
 - b. Consent for background
 - c. FBI disclosure for fingerprinting
 - d. CAU Live Scan document.
4. Within 3 business days applicants will return their signed offer letter and CAU consent for background check to Stratus HR. Both items are then forwarded to CAU executive director.
5. Within 5 days of the offer letter date, applicants are required to either have their Live Scan appointment completed and/or scheduled.