Student Employment Hiring Process

1) Job Posting
- Responsible: Hiring Manager
- Description: Job posting is submitted by Career Center - Student Employment reviews for approval.
- Timeline: Job should generally be posted 1-3 business days from request date.

2) Applicant Screening Process
- Responsible: Hiring Manager
- Description: A verbal (informal) contingent offer may be given at this time.
- Timeline: Varies

3) Select Qualified Applicant
- Responsible: Hiring Manager
- Description: A verbal (informal) contingent offer may be given at this time.
- Timeline: Varies

4) Background Check
- Responsible: Hiring Manager
- Description: CCH form must be returned to Career Center.
- Timeline: Supervisor informed of authorization status in 1-5 business days. Exceptions may occur.

5) Offer Letter and Acceptance
- Responsible: Hiring Manager
- Description: Offer letter is sent to applicant. Required template can be found on the Career Center website.
- Timeline: As soon as background is approved

6) UNT Onboarding
- Responsible: Applicant
- Description: Onboarding link will be sent to the hiring manager to send to applicant with background authorization.
- Timeline: On or before 1st day of employment

7) ePAR & I-9
- Responsible: Hiring manager and I-9 approver (in department)
- Description: I-9 must be completed within first 3 days of employment. ePAR cannot be processed without completion of onboarding and I-9.

8) New Hire Orientation
- Responsible: Hiring Manager and student
- Description: Student must complete brief quiz at the end.
- Timeline: Within first 30 days