CAREER CENTER
UNT

Student Employment Hiring Process

1) Job Posting

- Responsible: Hiring Manager and Career Center - Student Employment
- Timeline: Job should generally be posted 1-3 business days from request date.

2) Applicant Screening Process

- Responsible: Hiring Mananger
- Timeline: Varies

3) Select Qualified Applicant

- Responsible: Hiring Manager
- Timeline: Varies

4) Background Check

- Responsible: Hiring Manager provides CCH form to student. Career Center - Student Employment runs the background.
- Timeline: Generally 1-5 Business days. Exceptions may occur.

5) Offer Letter and Acceptance

- Responsible: Hiring Manager (template can be found on the Career Center) website.
- Timeline: As soon as Background is approved

6) UNT Onboarding

- Responsible: Student must complete
- Timeline: On or before 1st day of employment

7) ePAR & 1st day on the job

- Responsible: Hiring manager and I-9 approver (in department)
- Timeline: Must be completed within first 3 days of employment!

8) New Hire Orientation

- Responsible: Hiring Manager and student
- Timeline: Within first 30 days