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Flow Guide for On-Campus Process:

Go through training and get set up as a contact with the Department

Post a Non-College Work Study Position

HR-####

Post a College Work Study Position

CW-####

Career Center approves and assigns a number to the position

Career Center reviews and assigns a number to the position

Financial Aid approves the position

Then the department will collect applications, through the Eagle Network, and interview candidates

To "close" the position, contact the Career Center or go on the website

After the position is filled, the department will need to fill out:

- Employment Confirmation/Compliance Review Form (on the Eagle Network)
- DPS Computerized Criminal History form for background check (if necessary)

You have completed the process with the Career Center.

Make sure to complete a "New Hire Packet" on each new student employee through payroll/HR.

Training for Job Posting System

Posting your Job:

- ➢ Go to the Eagle Network web site at: http://careercenter.unt.edu/eagle_network.html

- ➢ Once you are on the page, click on: Employer

Eagle Network

Attention students interested in On-Campus Employment. Please click here for a Student Employment Application [Microsoft Word document]. After you have filled out this document, upload it to the Eagle Network.

STUDENTS ON **myUNT**

To access your Eagle Network account, log in to your MyUNT account and look for the Eagle Network logo.

Click on any of the links and you will be automatically logged into your Eagle Network account (**you'll need to disable your popup blocker, since it will open in a new browser**). Now you never have to worry about remembering your Eagle Network username and password!

ALUMNI   **EMPLOYERS**   **FACULTY**

If you have any questions please contact our office at (940) 565-2105 or by email (careercenter@unt.edu).

- ➢ To access the website, enter your username and password.

- ➢ If you are having any problems with entering the website, please contact our office at: careercenter@unt.edu or call 940/565-2105.

- ➢ If you have never registered before, please click on the link: "Click Here to Register"

    NOTE: Make sure that you disable your pop-up blockers, when entering the site.

UNIVERSITY OF NORTH TEXAS

CAREER CENTER

THE CORNERSTONE OF YOUR FUTURE

EAGLE NETWORK

Username: _____
Password: _____

Login

Click here to register!

Forgot your password?

➢ To post a job, hover over **My Jobs** and then click on **New Job**

➢ **It will open to the following website:**

How to Fill Out a Job Posting:

Note: The areas marked with the * are required fields.

[Save]   [Cancel]

*Job Title: Student Assistant (CW-) Fall 20[**1**]
[**2**] *Organization Name: UNT Student Employment: Career Center
No of Openings: 2 [**3**]
[**4**] Work Schedule ❓ : Monday - Friday 10am - 2pm
Hours per Week ❓ : 15-20
Internship Summer Hrs: [ ] [**5**]
*Hourly Wage/Yearly Salary ❓ : $7.25
[**6**] Job Paid?: Paid ▾
Position Start Date ❓ : August 1, 2010 [**7**]
Position End Date ❓ : [ ]

1	➢ You will need to put the title of the job (i.e. Student Assistant, Lab Monitor).
	➢ Also, make sure you put the following after the title of the job: (HR-) – if it is a regular position or (CW-) – if it is a work study position. After you submit your job, a Career Center Requisition Number will be added to the position before it is approved in the system.
	➢ If it is for a certain semester, you may include it here, next to the title of the job.
2	➢ You are not allowed to change the Organization Name, if you are needing to, please contact the Career Center (careercenter@unt.edu or call 940/565-2105)
3	➢ You will only need to put how many positions you have opened at this time.
4	➢ This is where you put your required work hours. Here are some examples:
	o M-F with some nights and weekends - 10 to 15 hours
	o between 8-5, early and late hours possibly- 20 hours per week
	o MW (4 - 6 p.m.) TR (8 - 10 a.m. OR 11 a.m.)
	o Flexible between 8a - 5p - average 20 hours per week
5	➢ We use the same website as the Internship and Co-op Office. Please do not put anything in this field.
6	➢ A pay rate must always be included.
	➢ Make sure to choose "*Paid*."
	➢ In the Hourly Wage/Yearly Salary area on the form, put in the hourly wage for this position.
	➢ If the job is paid differently (i.e. stipend or commission), make sure to put specifics in that space.
7	➢ This section can either be left blank or filled in for your preferred start and end date.
	➢ Filling in the dates is good for hiring for the summer only, so students know that it is a seasonal position.

*Job Description:

MUST HAVE RECEIVED AND ACCEPTED A COLLEGE WORK STUDY AWARD TO APPLY FOR THIS POSITION.

DUE TO THE NATURE OF THIS POSITION, A CRIMINAL HISTORY REPORT WILL BE CONDUCTED UPON HIRING.

8

Spell Check

| 8	Before you enter the Job Description, make sure to include the following phrase(s) as it applies to your position:
	➢ If position is a college work study position:
	MUST HAVE RECEIVED AND ACCEPTED A COLLEGE WORK STUDY AWARD TO APPLY FOR THIS POSITION.
	➢ If a "criminal background check" is needed:
	DUE TO THE NATURE OF THIS POSITION A CRIMINAL HISTORY REPORT WILL BE CONDUCTED UPON HIRING
	➢ If this position is seasonal or is being posted way in advance:
	THIS POSITION IS A SUMMER 2008 POSITION STARTING 6/2/08 AND ENDING 8/15/08. THIS POSITION IS SCHEDULED TO START 9/1/08.
	➢ If position takes place at the UNT Dallas Campus:
	THIS POSITION TAKES PLACE AT THE UNT DALLAS CAMPUS (APX. 30 MILES FROM DENTON) – YOU MUST HAVE RELIABLE TRANSPORTATION
	Information on what to put for the Job Description: This is where you write out the job duties for the position. Make sure to not get the job requirements and the job duties mixed up. Make sure to be as detailed as possible. Here is a sample of a job description:
	Will be the first person of contact for callers and walk-in traffic. Will answer phones, assist walk-ins, assist full time staff in office as needed. Will provide excellent customer service. Will work on special projects. Employment begins with a three month probation period where performance will be evaluated to determine further employment. Employment will be evaluated each semester.
College Work Study	If it is a College Work Study position, put the account #, below the Job Description : This is the Department Account # and this is used for recordkeeping purposes. Below is a sample of how it should be written:
	Account #: 61234
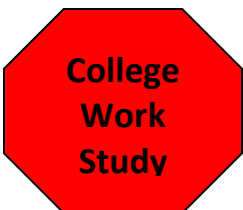
Job Requirements:

```
Job Requirements:

Must be customer service oriented, responsible,
dependable. Due to the need for student employees
to work with a diverse group of people (students,
alumni, employers, Faculty/Staff), this person must
be able to communicate effectively on the phone
```

9

Spell Check

9	**Information on Job Requirements:**
	This is where you enter the job requirements. Make sure to be as detailed as possible. Here is a sample of a job requirement:
	Must be customer service oriented, responsible, and dependable. This position requires that the student employee talk to a high volume of others on the phone, it is necessary for that person to be able to communicate effectively Must be able to take direction and be self-reliant. Must be prepared and willing to go the extra mile in serving customers and office staff. Must be professional. Must be flexible, able to change tasks quickly. Must be very comfortable assisting individuals over the phone or in person.
	Notes about job requirements:
	Please avoid any discriminatory requirements when typing in the Job Requirements. For example, the statement "Must have excellent communication skills," could be considered discriminatory. Instead, consider using one of these: "Due to the need for student employees to work with a diverse group of other students" OR "This position requires that the student employee talk to a high volume of others on the phone, it is necessary for that person to be able to communicate effectively." Another phrase that you can use is: Do to the nature of this position … It is important to make it clear why this is a requirement. Otherwise, it could appear that you might exclude, for example, individuals with an accent.

Application Instructions:

```
You will need to submit a resume and student
employment application to apply for this position. After
you apply for this position, please call Shaun Stoehr at:
940-565-2105.

You must do all of the above to be considered for the
position.
```

10

Spell Check

10	➤ The system is set-up to automatically have all applicants submit resume and student employment application through the website. You will receive the applications via email and you may also view them on the website. For instructions on how to view them on the website, go to page 12.
	➤ All applicants will be applying online, but if you would like for them to call you, email you or come by in person after applying for the position, you would enter that information here (*see above for example*).
	➤ Also, be sure to include your contact information as needed (i.e. office phone number, location, etc.)
	➤ Also, be sure to include what you are wanting from the applicant (i.e. proof of schedule, proof of work study award, etc.)
	➤ If you are not the person wanting to receive the applications (i.e. You post them for someone else in your office, but that person does the hiring.), please note the contact information in this section.
	* Note – the Career Center encourages students to follow-up 3-5 days after applying. Make sure to notate on the job description, if you would not like for students to contact you after applying.

Posting Information

*Job Location ❓ : Denton, Texas` **11**

*Position Type ❓ :
Internships/Co-op
Part-time Off-Campus
Part-time On-Campus
12 Part-time On-Campus Work Study

Minimum GPA: `_____` **13**

Citizenship ❓ :
Non-U.S. Citizen
U.S. Citizen
14 U.S. Permanent Resident

Classification (click all that apply) ❓ :
Freshman
Junior
Senior **15**
Sophomore

11	➢ You should put "*Denton, Texas,*" for positions at UNT in Denton
	➢ You should put "*Dallas, Texas*" for positions at UNT in Dallas
	➢ You may put specifics, if you would like: (i.e Chestnut Hall, Suite 103; Union; GAB)
12	➢ You will mark "*Part-time On-Campus*" if it is a regular job (non-work study position)
	➢ You will mark "*Part-time On-Campus Work Study*" if it is a work study position approved through Financial Aid.
	➢ **DO NOT** mark both "*Part-time On-Campus*" and "*Part-time On-Campus Work Study.*" It can only be one at a time. (If you want to post it both ways, you must post two separate positions).
13	➢ The default minimum GPA for the system is 2.5, but please delete the GPA from the field, unless your position requires a certain GPA for the position (i.e. they will be tutoring and they need to have a 3.0).
14	➢ Please do not mark anything for Citizenship. Most international students VISA's allow them to work on-campus.
15	➢ Please mark Freshman, Sophomore, Junior, Senior and Graduate, unless your position is specifically for one of the classifications (i.e. Graduate). Please also put this information in the Job Requirements section (if it applies).

*Majors ❓ : All Majors

16

Add/Remove

*Date Position Posted: 7/5/2010   **17**
*Date Position Closes: 8/5/2010

18 Receive Resumes by e-mail? ❓ : Yes ▾

19 Save   Cancel

16	➢ It is required that you list a major. For on-campus positions, please put "All Majors." ➢ To select all majors, click on the Add/Remove Button and then click the check box, next to All Majors. Then press the Continue button. This will let you select All Majors. NOTE – Make sure you have your pop-up blockers inactivated.
17	➢ The default dates are set for 1 month. ➢ All positions must be posted for a minimum of three working days or until five referrals have been received. ➢ You will be notified via email when the job is about to close. ➢ Reminder: Make sure to contact the Career Center when the position is filled, so the positing can be closed.
18	➢ The default is marked as "Yes". Please keep it on the "Yes".
19	➢ When you've completed posting the position, click on the "Save" button. ➢ When you press the "Save" button, it will automatically go to the Career Center for approval. ➢ If you do not want the position to be approved ASAP, please contact the Career Center. Contact the Career Center to let us know when you would like it posted and viewable to students.

After you press "Save," the screen will show the following:

20   **Note –** This screen will allow you to view the position and make any changes.

Home | My Profile | Resume Books | My Jobs | My Interviews | Career Events | Sign Out

Jobs > Job Profile

Page Functions ∧
Copy Job ›
View Activity ›

Quick Links ∧
🔴 Report a Hire
My Task List
Saved Searches

Viewing Job: 45871/Student Assistant (CW-9464)

Profile View | Position Information | Posting Information

Position Information   [Edit]   **19**

To update information in the 2 sections below, click the Edit button in each section. Required fields are indicated by an *. The Posting Information Section below contains important fields. Please read carefully.

*Job ID: 45871
*Job Title: Student Assistant (CW-9464)
Organization Name: UNT Student Employment: Career Center
No of Openings: 2
Work Schedule ❓ : Monday - Friday 10am - 2pm
Hours per Week ❓ : 15-20
Internship Summer Hrs:
*Hourly Wage/Yearly Salary ❓ : $7.25
Job Paid?: Paid

| 19	➢ Clicking on the edit button will allow you to edit the position. Make sure to press the "save" button, after making any changes. ➢ Once you press the "save" button, it will go to the Career Center Staff's pending inbox for approval.
20	➢ The Home Link will take you to the main home page of the Eagle Network System.

Layout of Home Page:

| 21 | | 23 | | 25 |

Home | My Profile | Resume Books | My Jobs | My Interviews | Career Events | Sign Out

| 22 | | 24 |

Home

Quick Links ˄
- Report a Hire
- My Task List
- Saved Searches

26

Welcome, Shaun Stoehr
- Update your general information- Select My Profile.
- Enter/Edit a job posting- Select My Jobs.
- Copy a job posting--Select My Jobs-->Job List. Select the job you wish to copy and click on "Copy Job" at top of menu.

Announcements ˄

View All ›

SPECIAL OFFER - Come to College of Business Career Fair and get
$100.00 Off All Major Career Fair (check registration form for discount).
Spring 2010 College of Business Internship & Career Fair
February 10, 2010   3 PM to 7 PM   UNT Coliseum, Upper Concourse
Registration $250.00

Spring 2010 College of Engineering & Computer Sciences Internship & Career Fair
February 18, 2010   10 AM to 2 PM   Discovery Park
Registration $150.00

27

Resource Library ˄
- Employer Services
- On Campus Interviews
- Student Employment

- **Open\View an Event** - Double click the event. Hover over event for more info.
- **Create New Event** - Double click in the empty space on desired date/time.
- **Export to Outlook** - Click the small Outlook icon in the desired event.

Calendar ˄
← → today 🗓   11/1/2009 - 11/7/2009   Day | Week | Month

21	➢ Under My Profile, you may edit and change your phone number, email and password. ➢ **Please do not change the Organization Name. If you need the Organization name changed, please contact the Career Center.** ➢ For instructions on how you can make changes to My Profile, go to page: 11.
22	➢ You may disregard Resume Books.
23	➢ Under My Jobs, you may view previous positions or post a job. ➢ To post a new job, follow the instructions on page 5. ➢ To learn how to view applicants and access positions, go to page 12.
24	➢ You may disregard My Interviews and Career Events. This is for off-campus employers.
25	➢ The Sign Out button will log you out of the system.

26	➢ Under the Quick Links:
	  ○ Report a Hire – **do not use** report a hire, this is currently for off-campus employers. We are working on getting this set up for on-campus employers. To report a hire, go to page 19.
	  ○ My Task List & Saved Searches is for off-campus employers.

27	➢ Announcements – The information is mainly for off-campus employers. ➢ Resource Library – There is a Student Employment Section. You can access the Employment Confirmation Compliance form & background check forms in this section. For more information about the forms, go to page 19. ➢ Calendar – Will show you when positions closed.

My Profile:

Profile View | Employer Information | Contact Information

Employer Information [Edit]

Please review your profile below. To make changes to items in either section, click on the [Edit] link for that section.

*Organization Name: UNT Student Employment: Career Center
Employer Size:
Website: http://careercenter.unt.edu
Industry: Academic
Address Line 1: UNT
Address Line 2: Chestnut Hall
City: Denton
State: TX
Zip: 76203
Country: United States
Map of Address Above: Online Map
Main Phone:
Employer Profile [?]: University of North Texas - Student Employment - Employment Advisors
Online Application Address:
Majors Recruited:
Include Company Info in Employer Directory: Yes
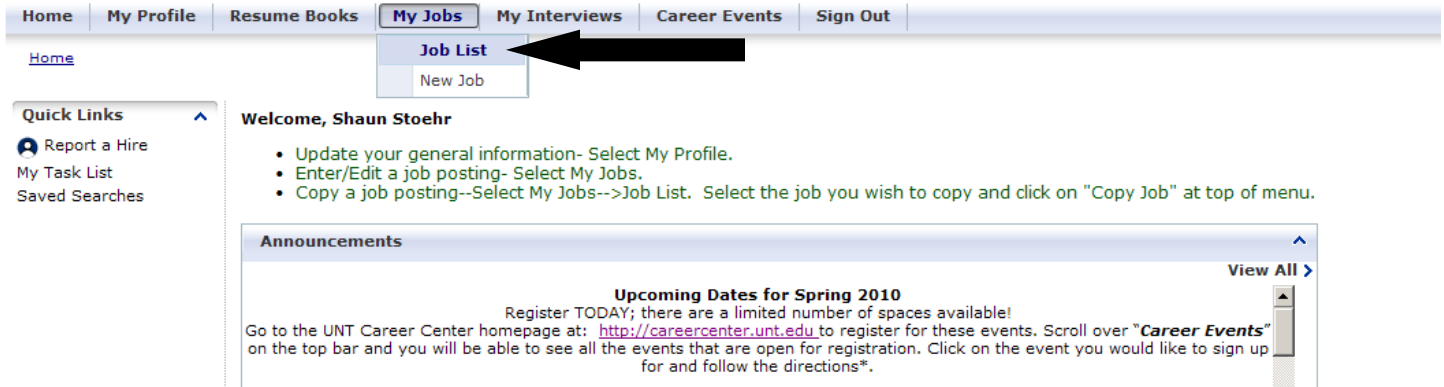
Contact Information [Edit]

*First Name: Shaun
Middle Initial:
*Last Name: Stoehr
*Username: shaun@unt.edu

➢ There are two sections:

1. Employer Information (Department and Organization Information)

2. Contact Information (Your information) NOTE – This is not viewable by students.

➢ You may edit your Profile, two ways:

1. There are tabs on the top of the page

2. Edit Buttons on the right hand side of the page

➢ Do Not Change the Organization Name – If you need to change the Organization Name, please contact the Career Center.

Viewing Applicants:

➢ **Go to the Home Page and click on Job List:**

➢ **The screen below will pull up.**

➢ **When you are on the screen, find the position for which you are hiring. Click on the highlighted "R" that is located at the right hand side of that position.**

Options on the "R" - Referral Page

1	➢ You can create a PDF file and view all of the applicants.
	➢ You can choose the applicants by clicking on the boxes or the Select All (Button).
	➢ Then press the Create Packets (button)
2	➢ You can email yourself the packet.
	➢ Choose the applicants by clicking on the boxes or the Select All (Button)
	➢ Check the Box – check to email packet to self
	➢ Then press the Create Packets (button)
	➢ You will then get an email with a link to the packet.
3	➢ You can also Mass Email the applicants. This comes in handy, when you are letting them know that the position has been filled.
	➢ Click on the Mass Email (button)
	➢ It will then give you the option to exclude people from the email.
	➢ Then you can confirm the email recipients.
	➢ You can then create the email and press the Send (Button)
4	➢ The View All (button) shows the applicant names and when they applied.
5	➢ The View (link) will allow you to view all of the applicants on the website.
	➢ The View (link) will allow you to send a student a Referral Message.
	➢ Below is a screen shot of how to use the View (link)

➢ **Click on the View (Link) it will pull up the following:**

Jobs > Activity > Referral

Page Functions ⌃
View Documents ➤
Quick Links ⌃
🔴Report a Hire
My Task List
Saved Searches

Profile View | Referral Message

Link Information

Student: Ryehsia Jackson
Organization Name: UNT Student Employment: Career Center
Job: Student Assistant (CW-8990)
*Date: 09/12/2008

Referral Message [Edit]

Employer Response:
Employer Message:

➡ **To View the Applicants, click on the View Documents (link) on the left hand side of the page. Once you click on the link, it will pull up the documents in PDF, which the students submitted for the position.**

Note – If you need to print the documents, make sure you click on the Print Icon, instead of file and then print:

🔵 Document Reader - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

◀ ▶ ▾ C ✕ 🏠 📄 https://www.myinterfase.com/unt_eaglenetwork/reader/reader.aspx?hide=0&vdoc=1&packet=uq+udWJw+0l ☆ ▾ G▾ Google

📄 Most Visited 🐾 Getting Started 📶 Latest Headlines 📄 Customize Links

UNT :: Career Center : Eagle Network ⊠ | 📄 Employer - Referral Form ⊠ | 📄 **Document Reader** ⊠

Resumes | Student Employment Application

🖨 💾 ▭ ⬆ ⬇ 1 / 2 𝕀 ✋ 🔍 ⊖ ⊕ 102% ▾ 🔵 Collaborate ▾ ✏ Sign ▾ ⬌ ⬍ Find ▾

Referral Message

Jobs > Activity > Referral

Page Functions ⌃
View Documents ➤
Quick Links ⌃
🔴Report a Hire
My Task List
Saved Searches

Profile View | **Referral Message**

Save | Cancel

Employer Response: ▾

Employer Message:
Not Qualified
Not Selected for Interview
Please Contact Me
Position Filled

Spell Check

Save | Cancel

➢ **You can choose a response and then write a message.**

➢ **When you press the Save (button), an email will go to the applicant with the information.**

Page 14

Layout of Job List Page:

- ➢ **To access the page, click on:**

- ➢ **The Following Site will pull-up:**

1	➢ The links under Quick Links (Report a Hire; My Task List; and Saved Searches) do not apply to on-campus departments.
2	➢ The Job ID and Job Title – To access the position and make changes, click on the blue text. It will pull up the position.

3	➢ Status:
	    o Pending – Waiting for the Career Center to view and approve posting (assign a Career Center Req #).
	    o Need Financial Aid Approval – Waiting for Financial Aid to approve the position.
	    o Open – Position is viewable to applicants.
	    o Closed – Position is not viewable to students.

4	➢ "P"is for placement, but you may disregard the "P." The system is currently set-up for off-campus employers. ➢ For instructions on how to report a hire, go to page 19.
5	➢ "R" is for referral. You can view all of the applicants and send messages to the applicants. ➢ For instructions on how to view the applicants and send messages, go to page 12.

How To Copy (Duplicate) a Job

➢ **Go to My Jobs and then Job List**

| Home | My Profile | Resume Books | My Jobs | My Interviews | Career Events | Sign Out |

Home

Job List
New Job

➢ **The following screen will pull up. Click on the position that you want to copy (duplicate):**

Jobs

Quick Links
Report a Hire
My Task List
Saved Searches

Jobs

- **To enter a new job listing**- Click "New Job" on the submenu bar above.
- **To edit your job listing(s)**- Click Job ID# of the position you want to change below.
- **To close your job listing(s)**-
  1. Click Job ID# of the position you want to close.
  2. Click the [Close Job] link at the top of the job.
  3. Click the "OK" button to confirm.
- **To view students applying for the position**- Click the highlighted "R" under the Activity section. If no one applied for the job, the R will not be highlighted.
- **To report hiring a student/graduate**- Click the "P" under the Activity section. The "P" is highlighted when a student has been hired for the position.

You are currently posting the following job opportunities:

Change page: ◄ <Prev 1 Next> ►   Displaying page 1 of 1, items 1 to 4 of 4.

Job ID ∨	Job Title	Position Type	Status	Date Position Posted	Date Position Closes	Activity
40219	Student Assistant (CW-8990)	Part-time On-Campus Work Study	Closed	9/1/2008	9/12/2008	P R
	Will be the first person of contact for callers and walk-in traffic. Will answer phones, assist walk-ins, assist full time staff in office as needed.					
40218	Student Assistant (CW-####)	Part-time On-Campus Work Study	Pending	9/1/2008	11/26/2008	P R
	Will be the first person of contact for callers and walk-in traffic. Will answer phones, assist walk-ins, assist full time staff in office as needed.					

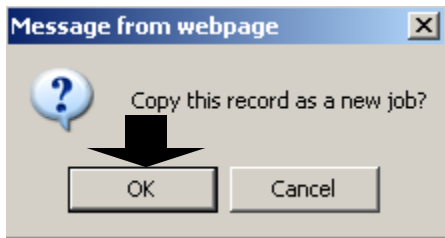➢ **When you click on the position, it will pull up the below screen. Click on Copy Job.**

Jobs > Job Profile

Page Functions
Copy Job   >
View Activity   >

Quick Links
Report a Hire
My Task List
Saved Searches

Viewing Job: 40219/Student Assistant (CW-8990)

| Profile View | Position Information | Posting Information |

Position Information   [Edit]

To update information in the 2 sections below, click the Edit button in each section. Required fields are indicated by an *. The Posting Information Section below contains important fields. Please read carefully.
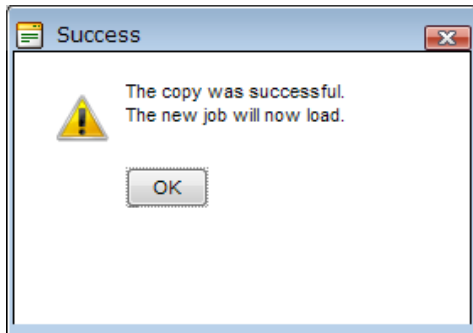
*Job ID: 40219
*Job Title: Student Assistant (CW-8990)
Organization Name: UNT Student Employment: Career Center
No of Openings: 1

Work Schedule ⓘ : see below

Hours per Week ⓘ : 10-15

Internships/Co-op Hours per Week (Summer):

*Hourly Wage/Yearly Salary ⓘ : $7.25
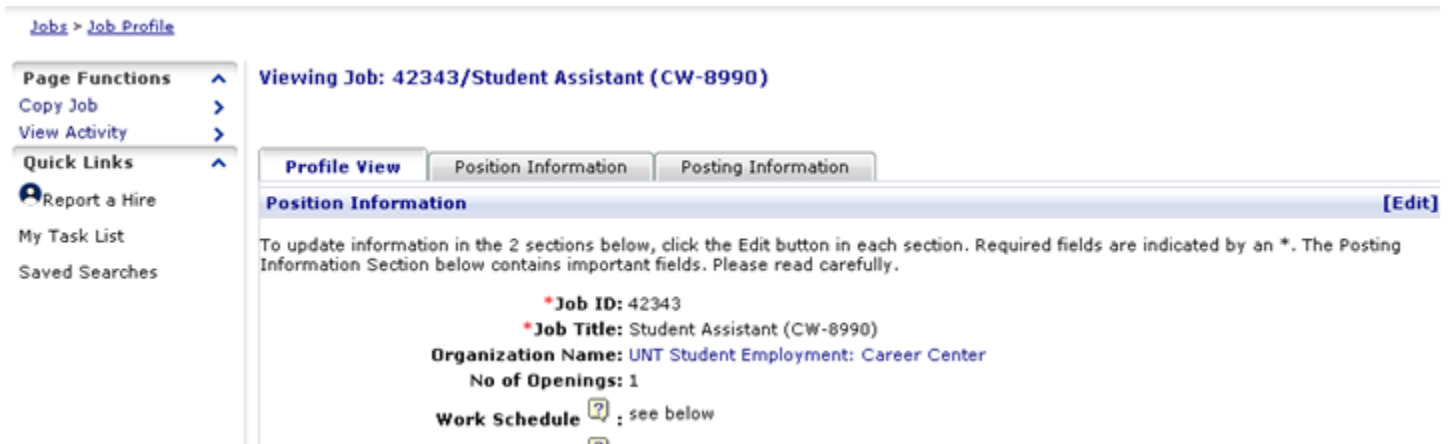Job Paid?: Paid

➢ **It will pull up the below window. Click on the OK button.**

➢ **It will pull up the below window. Click on the OK button.**

➢ **It will pull up a new position. It will look exactly like the old one, but with different job ID. You can edit the position and then press save.**

➢ You can edit the position, by clicking on the "Edit" link or the "Position Information" tab. Be sure to press the Save button, once you are done making changes.

➢ The Career Center will then approve the position and change the Career Center Req#.

➢ You can copy any position (i.e. posted a College Work Study Position and want to open a Non-College Work Study Position). Even if it is pending or open.

Closing a Position

 ➢ **To close a position, go to Job List. Click on the job that you want closed.**

 ➢ **Once you click on the position, it will pull up the below screen. Click on the Close Job Link. This will close the position.**

Report a Hire:

After the job is closed, make sure to fill out the "Employment Confirmation/Compliance Review Form." The form is a word document. This form is located on the Eagle Network (resource library) or you can call us at 940-565-2105 (we can send it via email). The form satisfies the reporting requirements of the Office of Federal Contract Compliance of the Department of Health, Education and Welfare. This form must be submitted to the Career Center, after the completion of hiring for the position. Make sure to fill out the form as completely as possible. ***Please be aware that all persons hired must be processed on a payroll authorization (HRM 8) and must fill out all of the required forms of the University of North Texas, to get on payroll.***

Put Position on Hold

If you have received several applications and need time to interview, place your position on temporary hold (for up to two weeks) to stop the application process. During that time, positions can be either re-opened or closed. Please call the Career Center to put the position on hold (940-565-2105).

No Students Hired:

If hiring did not take place, please email the Career Center email at careercenter@unt.edu , indicating that "No One Was Hired for the position," department name, position title and Career Center Requisition Number. You do not need to fill out the Employment Confirmation/Compliance Review Form.

Background Checks:

Student employee background checks are done through the Texas Department of Public Safety (TXDPS). Currently, it is the hiring department's decision if a background check is completed on an applicant for a student employee position. It is recommended to have a background check completed if a student is going to be hired for a "security-sensitive position." The Texas Department of Public Safety defines a "security-sensitive position" as an employee who:

A) handles currency;

B) has access to a computer terminal;

C) has access to a master key; or

D) works in a location designed as a security-sensitive area.

To conduct a background check, the Career Center will need the DPS Computerized Criminal History (CCH) Verification form completed for each background check done. This form is located in the Resource Library of the Eagle Network (under Student Employment). The Career Center must have the original, in order to complete the background check. This is mandated by the TXDPS. The Career Center will need the Student ID# of the applicant, full birth date of the applicant, department name and department contact. Please print this legibly on the top right corner of the DPS Computerized Criminal History (CCH) Verification.

Once a background check is completed, the department will be notified of the results. In the past, the Career Center was able to show the requesting department an adverse background check. The Texas Department of Public Safety is now requiring all people who view an adverse background check, to be approved by the TXDPS. Any departmental staff member that will be involved in the hiring decision and viewing the adverse background check results must be approved by the Texas Department of Public Safety. Please fill out the TXDPS Authorized User Acknowledgement form and mail it to the address listed on the form. This form is located in the Resource Library of the Eagle Network (under Student Employment). Please only complete the following sections: address of department, phone number , social security number, date of birth, email address, printed name, signature and date. **Make sure you sign the form in blue ink (per instruction from the TXDPS).** The Texas Department of Public Safety will notify the Career Center once you are approved to view the adverse background check. According to the TXDPS, this form could take 3-4 weeks to be processed. The Career Center is trying to get all hiring managers approved, so it speeds up the process, if an adverse background check comes back. You will only be required to fill out the form once. The department can also choose to have the Career Center make the final decision on the results of the background check, based on the relatedness between the position and the nature of the offense(s) found in the adverse report.

Questions about the Eagle Network or Posting on-campus positions:

If you have any questions about posting positions or about the Eagle Network, please contact the Career Center by calling us at 940-565-2105 or by emailing us at careercenter@unt.edu