UNT CAREER CENTER *Student Employment Hiring Process*

1) Job Posting

- Responsible: Hiring Manager submits job posting. 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
- Timeline: Varies

3) Select Qualified Applicant

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

4) Background Check

- Responsible: Hiring Manager provides CCH form to student. CCH form must be returned to Career Center.
- Timeline: Supervsior informed of authorization status in 1-5 business days. Exceptions may occur.

5) Offer Letter and Acceptance

- Responsible: Hiring Manager sends written (formal) offer letter to applicant. Required template can be found on the Career Center website
- Timeline: As soon as Background is approved

6) UNT Onboarding

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

7) ePAR & I-9

- Responsible: Hiring manager and I-9 approver (in department)
- Timeline: **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. Student must complete brief quiz at the end.
- Timeline: Within first 30 days