



# HUMAN RESOURCES

## Department Checklist

**Important:** As a hiring department, it is your responsibility to remind your selected candidates to watch and respond immediately to emails regarding the employment process.

- Create Offer in eRecruit**

### NEW STUDENT/NON-STUDENT TEMPORARY CANDIDATES

#### **BEFORE THE CANDIDATE IS ALLOWED TO WORK THE FOLLOWING MUST OCCUR:**

- Receive Action Email from HR Generalist** – Email communication is sent to candidate and hiring manager requesting that the candidate complete the I-9 and Background Check process.
  - The candidate must complete:
    - The [I-9 Process](#) prior to being authorized to work and prior to their start date. Original documentation will be required. Copies will not be accepted. They must not work until they have completed this process.
    - Complete GO Blue New Student/Non-student Temporary Orientation and Pre-employment Test. Candidates will need to print a copy of the completed signed test and bring it into HR when completing the I-9 form.
    - Consent to the Background Check
- Receive Authorization to Work Email from HR Generalist** – Email communication is sent to candidate and hiring manager authorizing the candidate to work after a successful background check and I-9 form has been completed. Authorization email notifies both the candidate and hiring department that the new hire now is ‘Authorized’ to work.

#### NEXT STEPS

- Confirm new hire appointment has loaded to system. The new hire is required to complete the new employee validation as outlined in the authorization email. This is required for the new appointment to upload to the system of payroll processing.**
- Discuss employment expectations, schedule and timesheet procedures with new hire.**

### CANDIDATES THAT HAVE ACTIVE APPOINTMENTS ON CAMPUS

- Receive Action Email from HR Generalist** – Email communication is sent to candidate and hiring manager requesting candidate complete Background Check process *if a new background check is required*. Background checks are active for one calendar year, if there are no breaks in employment.
- Receive Authorization to Work Email from HR Generalist** – Email communication is sent to candidate and hiring manager authorizing the candidate to work after a successful background check and active I-9 has been confirmed. Authorization email notifies both the candidate and hiring department that the new hire now is ‘Authorized’ to work.

#### NEXT STEPS

- Confirm new hire appointment has loaded to system**
- Discuss employment expectations, schedule and timesheet procedures with new hire.**