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 Manager
   • 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