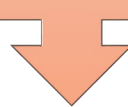


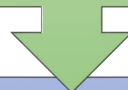
Department

Job Posting: 1) Department posts position in Handshake 2) Conducts interviews 3) Selects candidate



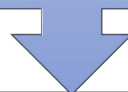
Department

Hiring Student: 1) Department marks student in Handshake as hired 2) Declines other students who applied 3) Creates offer letter using the University Wide Template which contains the following information: Dept Name, Dept ID, UNT EIN, Student Name, Student ID, Student EUID, Job ID, Supervisor ID, Job Code, Start Date.



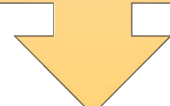
Department/Career Center

Offer Letter 1) Department emails offer letter to Student **AND** to student.employment@unt.edu 2) Career Center enters information from offer letter into new Onboarding portal.



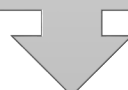
New Hire/Department/Career Center

Onboarding: 1) Student will receive Computer Generated letter with following links: Onboarding, I9 Appointment Schedule and Mandatory trainings 2) Student will complete their section of the I9 prior and to EAB/Navigate Scheduling for I9 Appointment 3) Student will schedule I9 appointment via EAB/Navigate Link sent to them from Career Center 4) Department will be able to view onboarding status via my.untsystem.edu



New Hire/Career Center

Background and I-9 Processing Appointment: 1) Student will select time/day for in Person I9 appointment via EAB/Navigate (**NOTE: NO dropin allowed student must schedule appointment via EAB**) 2) Student Employment Team will complete background, I9 and eVERIFY process during appointment 3) Students will be given a completion slip



New Hire/Department

Final Steps: 1) Students will return slip to Office Manger or Supervisor 2) Department will view completeion status on my.untsystem.edu 3) Department will complete ePAR 4) Department will close job on handshake and notify all candidates 5) Student will complete New Student Orientation and FERPA Training within 7 days during work hours