Branch Campus Hiring Process SOP

Revision Date: 11/27/2018
Responsible Department: Student Employment Office

Step #	Action/Field Name	Comments/Options
1	**Branch** submits requisition to **Stu Emp Approver1**	
2	**SE** will approve req or return for corrections providing a comment on what needs to be fixed.	
3	**Branch** completes internal process	
4	**Branch** scans I-9 to OnBase	
5	**Branch** submit hiring request through UNMJobs	- Add a note that I-9 was scanned to OnBase - Add a note if a background check is required

6	**SE** receives hiring request, will send "offer letter" via email, **only** to the students that need to complete paperwork/onboarding
	    1. If NHIRE, RHIRE with more than 1 year break, ADDJB or External Student, launch Onboarding
	    - **SE** will email branch officer that onboarding was launched
	    - **Branch** will email SE when onboarding is complete
	    - **SE** will send authorization letter from UNMJobs
	    2. If RHIRE within 1 year, PROMC, or PROMN, launch onboarding (The student does not need to complete any paperwork or onboarding)
	    - **SE** will send authorization letter from UNMJobs
		- SE verifies eligibility
		- SE, if I-9 is **NOT** needed, email Liz to get new one deleted from OnBase