Branch Campus Hiring Process SOP

Revision Date: 02/2020
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.	***SE** – Student Employment
3	**Branch** completes internal process	
4	**Branch** scans I-9 to OnBase	*Please **DO NOT** email I-9s. Only email if the email is encrypted, otherwise it is not secure*
5	**Branch** submits 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, sends "offer letter" via email, **only** 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/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