Department Responsibilities
for Grad Process

1. Follow all hiring processes as before.
2. Check to see if candidate is approved or qualified. If provisional cannot have an assistantship.
3. Check to see if has prior position that needs to be termed or reduced to zero (mainly summer).
4. Send an Excel spreadsheet with Name, Emplid, Position #, Number of Hours, and Pay Rate of the candidates to Kim W. and to the College, before, but no later than August 1st, December 1st, and May 1st. Any student’s name that is not on the list, will not be able to enroll in the insurance.
5. Department will initiate the contract and send to candidate.
   a. Can be mailed or emailed to the candidate
6. Candidate will print and sign contract and return it to the Department.
   a. Can return by mail, in person, fax, or email
7. Department will then initiate the Criminal History Records Check (if needed)
8. When the employee is on Campus, if an E-verify site, they will complete the I-9, otherwise the department will send employee to Payroll.
   a. If they arrive after the hire date, department will need to change the start date on the contract and initial it.
9. Department will fill out the middle section on page 3 of the contract and then forward to School of Graduate Studies.
10. School of Graduate Studies will initiate the hire when contract is received.
11. Department will check PS Hire Approve/Review to see if hire has been initiated.
12. Follow the rest of the MSS Hire Process to complete the hire.

**Remember international employees with no SS # will be processed on paper so please attach the paper hire to the contract when forwarding over to the School of Graduate Studies.**