





Once the hiring proposal has been fully approved the following will occur:

1. Recruiting/Compliance Office notifies the department of approval and indicates if a successful background check has been completed
  - a. Department may extend the official offer to the candidate and further determine official start date – As part of the conditions of employment, Section 1 of the I-9 Form (<https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>) and Employee Information Sheet (<https://www.ndsu.edu/fileadmin/vpfa/forms/HR-EmploymentInfo.pdf>) must be completed and submitted to the HR/Payroll Office prior to the official start date. If the employee is here on a temporary visa, the Foreign National Information Form (<https://www.ndsu.edu/fileadmin/vpfa/forms/HR-ForeignInfo.pdf>) must also be completed.
  - b. Department notifies recruiter that official offer has been extended
  - c. Recruiter sends email notification to the candidate which includes instructions to the candidate on the process for completing the I-9 and Employee Information sheet
  - d. An official offer letter may be sent to the candidate by the department at this time for those positions that require it.
2. The Recruiting/Compliance Office completes the request to offer online by entering the actual start date, contract dates (if applicable), tenure information (if applicable), and probation date (if applicable) and moves the request to a “Ready for Hire” status  
*Note:* If the new employee is a current NDSU employee, Grad Student or PTA, a 101 Change form will be required to complete the hiring process.
3. The hiring proposal serves as the hiring form. The HR/Payroll Office will enter all hiring information into the Manager’s Self Service section of PeopleSoft once the hiring proposal has transitioned to a “Ready for Hire” workflow status and the I-9 and Employee Information Sheet have been received.
4. If Section 2 of the I-9 Form was not previously completed, the candidate **must** provide the original I-9 accompanied by original documents for verification as outlined in the instructions for the I-9 Form (<https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>)
5. Once the hire has been initiated in Manager’s Self Service, the candidate may receive emails from the email address [ndsu.hr@ndsu.edu](mailto:ndsu.hr@ndsu.edu) that require them to log in to Oracle/PeopleSoft and other NDUS websites to complete hiring and onboarding information. (See Hiring/Onboarding Emails guide for additional information.)
6. It is critical that the employee complete all steps in the Activity Guide provided in the emails which includes claiming a unique NDUS account.

## Hiring/Onboarding Emails

You may be receiving emails from the email address [ndsu.hr@ndsu.edu](mailto:ndsu.hr@ndsu.edu) that require you to log in to Oracle/PeopleSoft and other NDUS websites to complete hiring and onboarding information. Below is a brief explanation of when you may receive the emails and what the emails are for.

**If you have never had a job with NDSU**, you will receive 3 emails from the above email address. The first email from the above email address will have the subject line “New Hire In Process-Please Log In”. The content of that email will contain a temporary user ID and temporary password to log in to HRMS. You must take action on this email by logging in and completing the required fields. The Human Resources and Payroll office cannot complete your hiring process without this information. Once you have completed that information and the HR/Payroll office can finalize your hire, within a few days you will get a second email. This second email from the above email address will have the subject line “New Hire On-boarding steps”. The content of that email will contain your Employee ID and several links to claim your NDUS account and complete your onboarding information in an online Activity Guide. You must take action on this email by claiming your account, logging in to HRMS and completing all onboarding activities. Once you complete the Activity Guide, you will receive a third email. This third email from the above email address will have the subject line “Please Complete I9 (Section 2)”. Most employees can disregard this email, as they should have already filled out the Form I-9 Section 1 & 2 on a paper Form I-9 before they started working.

**If you have had a job(s) with NDSU in the past but the job(s) have been termed**, you will receive 2 emails from the above email address. The first email from the above email address will have the subject line “New Hire On-boarding steps”. The content of that email will contain your Employee ID and several links to claim your NDUS account and complete your onboarding information in an online Activity Guide. You must take action on this email by claiming your account, logging in to HRMS and completing all onboarding activities. Once you complete the Activity Guide, you will receive a second email. This second email from the above email address will have the subject line “Please Complete I9 (Section 2)”. Most employees can disregard this email, as they should have already filled out the Form I-9 Section 1 & 2 on a paper Form I-9 before they started working.

**If you currently have an active job with NDSU**, you will not receive any emails. All your hiring and onboarding activities will have been completed at the time you were hired. You can access and update your information regarding address/phone, taxes, direct deposit and more by logging in to HRMS at <https://adminsyst.ndsu.edu/psp/hehp/?cmd=login> with your user ID and password that you have previously claimed and established. If you are unsure what your user ID and/or password are, you can contact the NDUS Help Desk at 866-457-6387 for assistance.