

Platforms To Use When Hiring NDSU Employees

Full-Time Benefitted Jobs

Recruiting Solutions

1. Post Positions and Hire Candidate in Recruiting Solutions
2. NDSU Human Resources will guide through the entire process

Part-Time & Temporary (Non-Benefitted) Jobs

Recruiting Solutions

1. Post Positions in **Recruiting Solutions** for minimum of 3 days
2. Submit "Prepare Hire" to Payroll
3. Candidate will receive email to complete I-9 section 1 with instructions to complete section 2.
4. Section 2 of I-9 must be done in person at HR office **after "Prepare Hire" is submitted**
5. Candidate hired by Payroll after the I-9 Section 1 and 2 are completed
6. Department receives email **after** Payroll approves the hire
7. **Employee may start work**

Graduate Student Assistants Jobs

HCM New Hire Request (*Handshake optional)

1. Submit Hire through the **HCM Manager Self Service - New Hire Request**- Attach a copy of the completed and signed Graduate Assistant contract and enter comments to include if Background was completed (encouraged to post positions in Handshake, unless department knows who they intend to hire)
2. Candidate will receive email to complete I-9 section 1 with instructions to complete section 2
3. Section 2 of I-9 must be done in person at HR office **after "Prepare Hire" is submitted *AND Candidate Status is Completed.**
4. Candidate hired by Payroll after the I-9 Section 1 and 2 are completed
5. Department receives email **after** Payroll approves the hire
6. **Employee may start work**

NDSU Students & Work Study Jobs

Handshake & HCM New Hire Request

1. Post Positions in **Handshake** a minimum of 3 days with Career & Advising Center
2. Submit Hire through the **HCM Manager Self Service - New Hire Request Enter Comments** - include Job ID number and if Background was completed (if applicable)
3. Candidate will receive email to complete I-9 section 1 with instructions to complete section 2
4. Section 2 of I-9 must be done in person at HR office **after "Prepare Hire" is submitted AND Candidate Status is Completed.**
5. Candidate hired by Payroll after the I-9 Section 1 and 2 are completed
6. Department receives email **after** Payroll approves the hire
7. **Employee may start work**

Detailed User Guides on how to post jobs with Handshake are located at:

[On-Campus Employment – Career and Advising Center – North Dakota State University \(ndsu.edu\)](#)

Detailed User Guides on how to post jobs with Recruiting Solutions are located at:

[Human Resources and Payroll | NDSU](#)