

Hiring Guide

Once you have identified a student for hire, please contact the student and communicate the news. After a start date has been set, there are several steps that will need to be completed. The student must complete the Criminal Background Check (CBC), Online I-9 and Onboarding documents and visit Human Resources to certify documents. This information can be shared with the hired student as soon as a decision has been made.

Student Requirements:

- Submission of Criminal Background Check (CBC)
 - o <https://utrgv.quickapp.pro/apply/applicant/new/5385>
 - o No assignment can be entered/approved until the CBC has cleared, please have the student submit the request as soon as possible as it may take 3-5 business days to clear.
 - o The CBC is required for new hires or for a student who has had a break of employment (at UTRGV) of six months or more.

- I-9 paperwork (using the link below and finalize in person)
 - o <https://secure.i9.talx.com/preauthenticated/LoginCAPTCHA.ascx?Employer=17817>
 - o Student visits the Human Resource Office to certify documents

- Complete Onboarding paperwork (New Employee Required Documentation)
 - o [Biographical Information Form](#), only if you are a new hire at UTRGV. This form is not required if you have worked at UTRGV at any prior point.
<https://www.utrgv.edu/human-resources/current-employee/forms/biographical-information-form/index.htm>

Supervisor:

- Submission of Change of Job Data Form (CJD) / New Hire Form (NH) based on current assignment status of the student.
 - o When submitting the form, you will be required to enter a Job ID number on the form, in this field please enter the Job Class Code of the job title used. This is a 5-digit number starting with a 1 (example: 10059 for the job title of Student Assistant).
 - o Using the HR Portal [UTRGV Human Resources Portal](#) or through the my.utrgv.edu link from the UTRGV homepage. Tip: Chrome works best.
 - o The guide for creating an New Hire Form (NH) or Change of Job Data Form (CJD) can be accessed at: [HR Portal Manual](#)
 - o Please keep in mind that the Hiring Form process can take up to 2 weeks and that the student cannot start working until the New Hire (NH) or Change of Job Data (CJD) Form has been entered by HR.
 - o A New Hire Form (NH) should be submitted for new employees only and a Change of Job Data Form (CJD) for returning students.