

## 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:

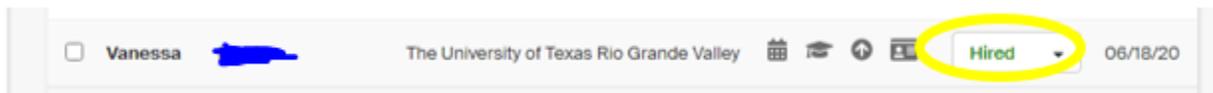
- Submission of Criminal Background Check (CBC)
  - o <https://utrgv.quickapp.pro/apply/applicant/new/5385>
  - o No assignment can be entered/approved until the CBC has cleared, please have the student submit the request as soon as possible as it may take 3-5 business days to clear.
  - o The CBC is required of 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.aspx?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/hr/forms/biographical-information/index.htm>

### Supervisor:

- Submission of cPAF / ePAF based on current assignment status of the student
  - o When submitting the PAF 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 PAF Portal <https://hro.utrgv.edu/portal/default.asp> or through the <https://my.utrgv.edu> link from the UTRGV homepage. *Tip: Chrome works best.*
  - o The guide for creating an ePAF or CPAF can be accessed at : [ePAF System training](#)
  - o Please keep in mind that the PAF process can take up to 2 weeks and that the student cannot start working until the PAF has been entered by HR.
  - o An ePAF should be submitted for new employees only and a CPAF for returning students.

## Identify a Student as Hired in Handshake

Once a selection has been made, the **Applicant Status** feature needs to be updated to “**Hired**” as done in the example below for the student Vanessa. This will communicate to other hiring officials that this student has been placed with a department and is no longer available.



Student under the following status are available for review/interview by the departments:

- Pending: Application not Reviewed yet by any department
- Reviewed: Being Reviewed by a department

*Note: It is possible for a student to continue searching and applying for other jobs even if their application status indicates “Hired”. Therefore, it is important to inform the student of the official hire at your department, prior to creating the ePAF in the event the student is considering a job at another department.*