General Hiring Steps

When you have completed your interview process and are ready to hire, these are the general steps you should follow:

- Hiring manager makes verbal or written offer to student (if a background check is required, a verbal offer is preferred)
- Student accepts
- If a background check is required, complete the check first
  - Background checks are required if the position works with children, handles money, or has access to keys and works in a building unsupervised. Below are the links to the different types of background checks:
    - **Academic Affairs**: use for Graduate Assistants
    - **Basic Package**: use for student employees who do not handle money
    - **Basic Package with Credit**: use for student employees who do handle money
  - Questions about background checks or status checks can be directed to Rachel Radel – rradel@unomaha.edu
- Hiring Manager completes the **PowerForm**
  - The student will get their next steps after the Hiring Manager inputs the student’s information in the PowerForm
- **Verify the student’s I9**
  - If the student has another current position on campus, the student does not need to complete another I9
- Hiring manager completes a **Personnel Action Form (PAF)**
  - If you have any questions on how to complete a PAF, please reference this manual
  - *Once the PAF has been vetted by proper departmental channels, completed forms can be sent to:*
    - Graduate Assistant and Graduate Student Worker PAFs can be emailed to Nicole Kersten – nkersten@unomaha.edu
    - Student Worker or Work Study PAFs can be emailed to Garrett Gassman – ggassman@unomaha.edu
- Hiring manager should update the workflow status of each applicant to the position in **PeopleAdmin**
- Hiring manager should email Garrett Gassman – ggassman@unomaha.edu to notify him that the position has been filled and should be closed