PI/Supervisor

Human Resources

Employee

Do you know who you want to hire?

Yes  No

Does the individual meet the eligibility requirements for SH?

Yes  No

Completes the SH hiring form and returns to HR 10-14 days prior to the start date

Review the request and contact the supervisor with any questions

Will this position require a Criminal Background Check [CBC]?*

Yes  No

Initiate the CBC request through HireRight

Completess CBC consent

Successful

Unsuccessful

Post job to the UW Student Jobs website: Student Jobs – UW–Madison (wisc.edu)

Identify finalist and contact HR to start the hiring process

Meet with HR to discuss alternatives for hiring

Process hire into HRS

Send Welcome – Onboarding and Orientation email to EE and CC supervisor

Does the individual have an I-9 in HireRight?

Yes  No

Follow the I-9 flowchart on how to proceed

Initiate the I-9 within HireRight

Complete Section II of the I-9 form by presenting physical documents to HR

Verify I-9

Complete NEO; send follow-up email to EE with time reporting info

FINISH

*refer to CBC process SOP