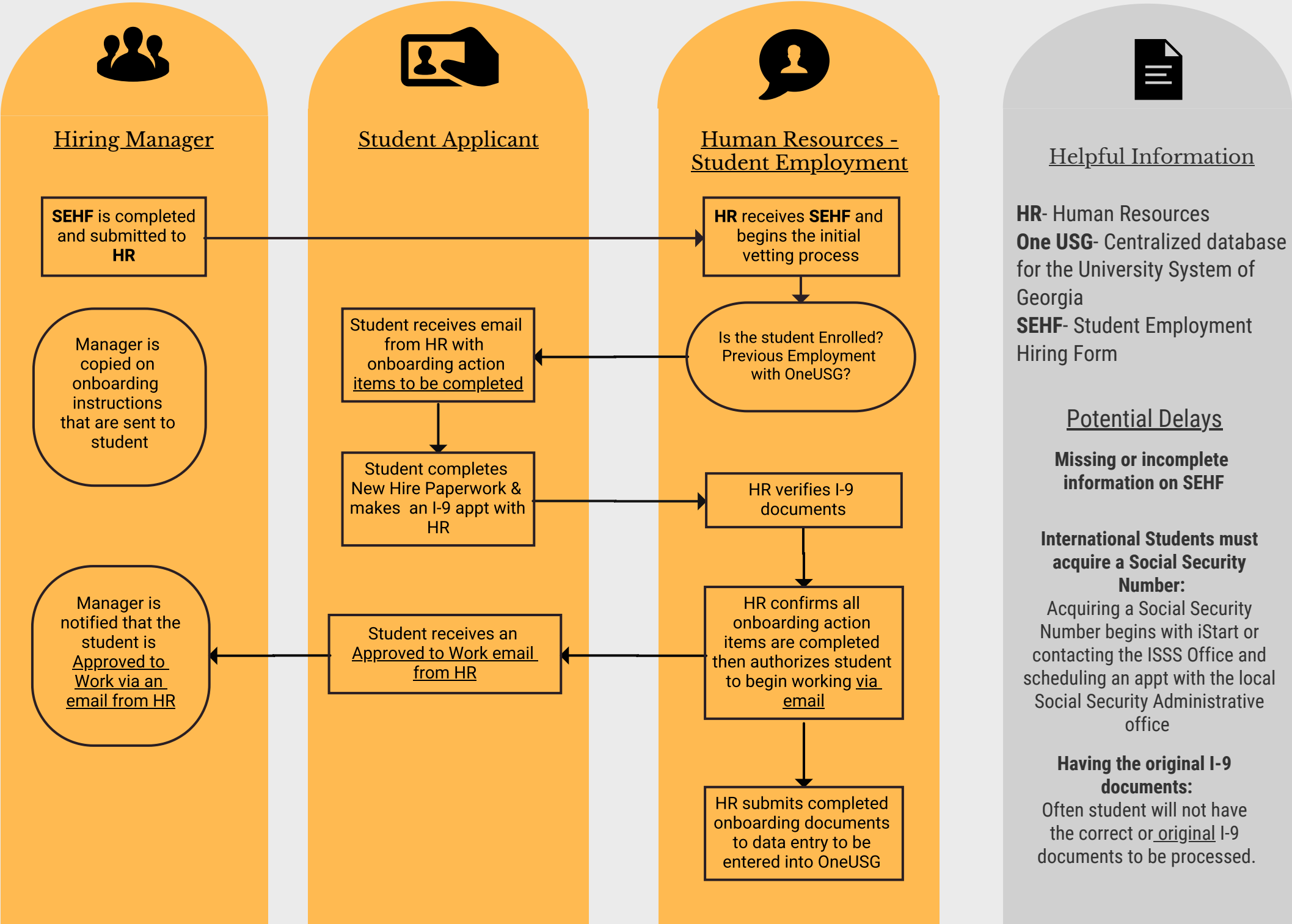


Student Employment Hiring Process-without BG



Helpful Information

HR- Human Resources
One USG- Centralized database for the University System of Georgia
SEHF- Student Employment Hiring Form

Potential Delays

Missing or incomplete information on SEHF

International Students must acquire a Social Security Number:
 Acquiring a Social Security Number begins with iStart or contacting the ISSS Office and scheduling an appt with the local Social Security Administrative office

Having the original I-9 documents:
 Often student will not have the correct or original I-9 documents to be processed.



Student Employment Hiring Process- With BG



Hiring Manager

SEHF is completed and submitted to HR

Manager is notified via email that a BG request has been made.

Manager is notified by HR that Student's BG is completed & cleared and that the student has received the New Hire onboarding instructions

Manager is notified that the student is Approved to Work via an email from HR



Student Applicant

Within 2-3 business days student will receive email from ACCURATE with consent link

Student completes the Accurate BG check consent & screening results are automatically sent to HR TAM

Student receives email from HR with onboarding action items to be completed

Student completes New Hire Paperwork & makes an I-9 appt with HR

Student receives an Approved to Work email from HR



Human Resources - Student Employment

HR receives SEHF and begins the initial vetting process

HR submits applicable BG screening request to HR Talent Acquisition Manager

HR verifies I-9 documents

HR confirms all onboarding action items are completed then authorizes student to begin working via email

HR submits completed onboarding documents to data entry to be entered into OneUSG



Human Resources - Talent Acquisition Management

HR TAM generates connection with ACCURATE

ACCURATE Customer Service sends an email with a link to complete the BG consent form

TAM determines if the Student's BG is completed & cleared.

TAM emails the student with onboarding next steps.



Helpful Information

Accurate- Third Party Background screening partner

BG- Background

HR- Human Resources

One USG- Centralized database for the University System of Georgia

SEHF- Student Employee Hiring Form

SSA- Social Security Administration

SSN- Social Security Number

TAM- Talent Acquisition Management

Potential Delays

Background Vender is experiencing delays: Depending on the amount of data to review can extend the process

International Students must acquire a Social Security Number:

Acquiring a Social Security Number begins with iStart or contacting the ISSS Office and scheduling an appt with the local Social Security Administrative office

Having the original I-9 documents:

Often student will not have the correct or original I-9 documents to be processed.

