HIRING
AND
ONBOARDING

ALL STEPS MUST BE COMPLETED PRIOR TO AN INDIVIDUAL STARTING EMPLOYMENT.

AUBURN
HUMAN RESOURCES

APPLICATION

- New Hires and Rehires must complete an application to the position you are being hired for.
- Direct hires are emailed a direct link to complete the application.
- If applying to a posted position, you will complete an application per the position posting on the auemployment website.

HIRING PROPOSAL

- Departments complete a hiring request after application is completed.
- Email notification is sent with instructions to complete background check.
- Offer letter
- Onboarding task list is assigned
- Email notification with next steps once the internal request has been approved.

ONBOARDING

- Visit www.auemployment.com/hr and log in using your applicant credentials.
- To help prepare for your onboarding experience, checkout this short video.
- Please visit the Onboarding Center Website for additional information.

STUDENT EMPLOYMENT:

📞 334.844.4145
✉️ robera2@auburn.edu
🌐 aub.ie/gradhiring

ONBOARDING:

📞 334.844.1763
✉️ onboard@auburn.edu
🌐 aub.ie/onboarding

WHAT YOU SHOULD KNOW.

IN ORDER TO RECEIVE TIMELY PAY AND PROPER ACCESS, YOU MUST COMPLETE THE BELOW REQUIREMENTS PRIOR TO PERFORMING ANY WORK, WITHOUT EXCEPTION.

I believe that this is a practical world and that I can count only on what I earn. Therefore, I believe in work, hard work.

BACKGROUND CHECKS

Background checks are required for all hourly paid graduate student positions and all temporary short-term appointments (to include monthly paid assistantships) but are not required for those students on monthly-paid fellowships or scholarships.

Once a department has initiated a hiring request, additional instructions are sent directly to the student for complettion.

FOREIGN NATIONALS

Prospective foreign national student employees are required to complete the Foreign National Tax Form process prior to beginning employment.

Once the form is received, the Tax Compliance Office will email the legal dates of employment

Note: Foreign National Tax forms must be completed before Section 2 of the I9.

FORM I-9 & E-VERIFY

New hires and rehires are required by federal law to complete the Form I-9 **prior to performing any work for the university**, this includes any required training.

Original identification documentation must be presented to successfully complete Form I-9 in order to be employed. These documents must be physically "in-hand"; photocopies will not be accepted. Refer to the list of Form I-9 Acceptable Documents to ensure you are aware of the documents that will or will not be accepted.

START DATE

No work can be performed prior to completion of the hiring and onboarding process steps. Not only does it cause confusion, but could delay compensation, as well as pose potential federal law violations that are subject to large fines and criminal penalties, and in the case of international employees, may include deportation.