



Direct Hire Form Requirements

The following requirements must be met in order to use the Direct Hire Form:

- Must be part of an educational opportunity
 - This will include Medical Resident, GRA, GTA, Internships, Co-Ops, FWS Student hires
 - Hires must meet outside requirements to be eligible and no one outside of those requirements would ever be eligible for this opportunity.
 - Example: a requirement may be that they are enrolled in a specific educational program such as UND Graduate Space Studies program
 - Example: a medical resident is matched to UND through a national search
 - Example: federal work study students have been granted federal work study, students without federal work study are not eligible for these opportunities.

OR

- Must be hired through an outside search firm, this will include trailing partner hires.

Direct Hiring Process

1. Identify your hire and confirm they fall under one of the above requirements
2. Determine if your hire requires a background check. Guidelines can be found [here](#).
3. Request the background check, if required: [Background check request form](#). HR will notify you when the background check is complete.
4. Once you are notified of a clear background check access the Direct Hire Form.
 - Navigator > Manager Self Service > Job and Personal Information > New Hire Request
5. Click 'New Hire Request'
6. Enter the position number
7. If your hire already has an Employee ID, click 'yes' and enter it. If not, click 'no'
8. Click 'Continue'
9. Enter the employee's start date and email address.
10. Do not enter any information into the Personal Data section, the employee will fill this out.
11. Open the Payroll Data section and enter the compensation frequency and rate.
12. The Contract Length, Tenure Accrual, Time Clock Employee & Work Study fields are not required but should be completed if they are applicable to your hire.
13. Open the Campus Address/ Campus Phone section and complete these fields. A campus address for your employee is required. Do not submit without completing these fields.
14. Attach required documents, ex. Graduate Assistants will require their fully executed LOU signed by the student, department chair and the graduate school.
15. Add a comment with the background check clearance date.
16. Once you have submitted the form, an email will be sent to the hire to complete the personal data section. Please notify your hire of this step so that they may complete it promptly, delays to this step can result in delays to your hire. When that is complete, HR will approve the hire and the employee will receive an email notifying them to start their onboarding.
 - Hires must be submitted a minimum of 3 business days before their start date to ensure adequate time processing and paperwork to be complete.
 - Your employee must complete Step 1 of their I-9 on or before their start date and step 2 within 3 business days of their start date.

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