

STUDENTS: Are You Interested In Working On-Campus?

STUDENT EMPLOYMENT

9 STEPS TO PAY DAY

1 Apply online at NDSCS.edu/Join-Our-Team

Student Employment - All Positions > Click on "More Info and Apply"

2 Contact HR for referral

NDSCS.HR@ndscs.edu
701-671-2903 or stop by Haverty 136

3 Visit with referral/hiring supervisor in person, by phone or email.

4 If not accepted, contact HR for new referral.

5 If accepted watch for 2 emails:

1. Accept the job
2. Complete the background check from Sterling

6 Watch for the next email from PeopleSoft to do the electronic paperwork (onboarding).

7 Take two forms of identification to the HR office for the I-9 (see back for details) This must be done before you start working

Receive a document from HR that you can start work to take to your supervisor

8 Contact supervisor for start date and time.
Start working and using WebClock.

9 **\$\$\$\$**
PAYDAY!!!