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!!!

HUMAN RESOURCES
Haverty Hall 136 | 701-671-2903 | NDSCS.HR@ndscs.edu