## **Applicant Hiring Process Map**

Applicant has been extended a Job Offer in PeopleSoft.



Applicant can complete NEO and Applicant Security Check (within NEO). Applicant receives hiring requirements document containing required screening information.

(If cleared, hiring process continues.)



Applicant completes Fingerprint, Drug Screen and PDT Test (if applicable) and submits new hire documentation requirements, including certification requirements (if applicable).



Applicant returns signed Hiring Requirements Document.



Applicant receives Job Offer letter once all screening results are acceptable.



Applicant is contacted by HR to pick up badge, return signed Job Offer letter, and complete I-9.



Applicant is Authorized to Work.



HR will notify the school/department of the first day the applicant is eligible to begin working.



School will notify the applicant of the official start date.



**Hired (Job Data screen created)**