

HSC Student Hire Process – Your Next Steps

Step 1 – Sign and email your offer letter and pre-employment consent form back to the Recruiting Coordinator (sender of offer letter/consent forms) at HSC.HR@untsystem.edu. Once your pre-employment screening has cleared, you will receive an auto-generated email with onboarding instructions and I-9 verification appointment information.

Step 2 – Complete online onboarding using the instructions from the onboarding email in Step 1 – this step takes no more than 20 minutes to complete. Have your cell phone and direct deposit information handy. You may need to install an app on your cell phone for authentication purposes.

Step 3 – [Schedule your I-9 verification appointment](#) at the HSC Human Resources office. You must schedule your appointment to occur no more than 3 days after you begin working (but we recommend completing it in advance ASAP!)

Step 4 – Come to your scheduled I-9 appointment with your **original, unexpired**