

Employee Services & Talent Management

## Hiring a New Employee (Post-Selection Process, Onboarding for all Employees)

*All visits to FS Employee Services offices require an appointment. This will allow us to better manage time and provide superior customer service when you come to see us. Remember to email or call ahead for an appointment.*

A prospective new employee **cannot start work before they have completed the new hire process**. If a background check is required, the employee cannot start work until a clear result is sent to FS Employee Services, fingerprinting can be done later.

All Forms are available on our web site: [nau.edu/Facility-Services/ESTM](http://nau.edu/Facility-Services/ESTM)  
(or follow the underlined links below to reach each form)

We will email the hiring supervisor to confirm that the new hire is cleared to start work.

This is the process for completing a new hire:

*(Supervisors, please remember that students must turn in an FS Application to ESTM in order to verify SW hire eligibility. Please do not interview or make job offers without that ESTM verification.)*

1. All new employees must go through a pre-employment background check  
Pre-hire [background authorization](#) and [applicant information](#) forms:
  - a. Forms must be typed and signed
  - b. Emailed to [ESTM@nau.edu](mailto:ESTM@nau.edu) or hand delivered to BLDG. 77 / Room 101A
2. The hiring supervisor emails an [FS eForm](#) to [ESTM@nau.edu](mailto:ESTM@nau.edu) with hire information
3. We will then e-mail the NAU New Employee Packet link to the new hire
4. The new hire must check email for the link, and complete the NAU hire packet ASAP.
5. E-Verify (*I-9, Employment Eligibility Verification*)
  - a. The new hire needs to **make an appointment to see us for I-9 verification**.  
**\*\* Legally required to complete this verification within 3 days**
  - b. I-9 verification documents from the new hire **must be original documents, no photo copies**
6. The new hire **must have an approval of hire completion before working** and meet with ESTM to learn about:
  - a. The required new employee training they **MUST** complete
  - b. Time Sheet rules and requirements
  - c. Facility Services picture/badge for identification (requires photo ID)