

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!!!