

## UIS Human Resources Extra Help Employment Checklist

**To be completed by hiring department.**  
Once the information is completed below, please send the form to Human Resources  
to begin the new hire process with the proposed candidate.

Candidate Name:	UIN (if available):
Candidate Phone:	Candidate Email Address:
Job Title/ID: Extra Help	Planned Start Date:
Department Contact:	Timesheet Method: Department or Web
Department Contact Signature:	Background Check CFOAPL:

### Instructions for New Hire

**1. Online Application**

- To complete the online application, go to [Jobs.UIS.edu](http://Jobs.UIS.edu). Click on “Job Board.” Find the correct job title you are applying for. Click “Apply for Position” at the bottom of the page. Follow the instructions provided to complete the online application for the position.

**2. UIS Human Resources New Hire Appointment**

- You will receive a phone call and/or email to schedule the new hire appointment with UIS HR.

**3. UIS HR New Hire Appointment**

- HR will contact you to schedule the new hire appointment. This appointment will include:
  - A. Signing the Conditional Hire Acknowledgement and Agreement Form
  - B. Completion of the background check
  - C. Completion of the I-9 Form. **The I-9 Form must be completed on or before the first day of employment. Please bring your forms of identification with you to the appointment. HR cannot tell you what forms to bring, but the most common forms are as follows:**

**Domestic New Hire:**

Unexpired passport

or

Unexpired driver’s license and SSN card

**International New Hire:**

Unexpired passport, Form I-94 and Form I-20

The full List of I-9 Acceptable Documents can be found on the [UIS HR website](#)

- D. Reviewing and signing the job description
- E. Instructions on how to complete the electronic UI New Hire forms (please bring any necessary documents to enter direct deposit information, tax information, and/or headphones for online trainings)
- F. Brief Review of My UI Info, System HR Webpage, UIS Webpage

\*\*\*If you have any questions about the UIS New Hire process, please contact the main HR line at 217-206-6652 or [uishr@uis.edu](mailto:uishr@uis.edu).