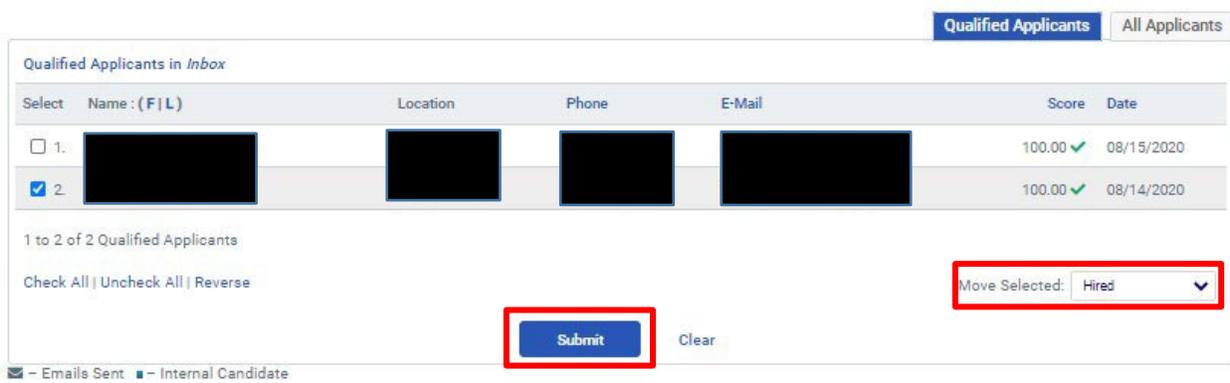# FITCHBURG STATE UNIVERSITY

Hiring New Students in Interview Exchange - Job Aid for Managers

Open positions are posted in Interview Exchange (applicant tracking software). Once a hiring manager decides whom to hire, they move the applicant(s) to the *Hired* folder in Interview Exchange, (to move applicants to the *Hired* folder click the box beside the applicant's name, select *Hired* from the dropdown menu then click *Submit*.

Email HR humanresources@fitchburgstate.edu , that the search is closed and that you will be launching the onboarding packet.

Open the applicant's profile by clicking on their name, click *Onboard*

The following screen will be prepopulated with the title, name & department. Under *template* select the appropriate packet (either "Students" or "Students - Multiple Contracts") from the drop down, then click *Create*.

If you need to hire a student <u>over two fiscal years (summer)</u>, select the template Students – Multiple Contracts.

Click on *dashboard* to return to the packet you are creating.

Fill in Start Date **(minimally use seven (7) business days from the date the packet is created to allow student and supervisor enough time to complete the Form I-9 and payroll to hire the student);** Click on Unassigned Supervisor Form Completion/Verification add your email to assign this task to yourself; Click Publish

***Students cannot start working until the entire process is complete and you see your student is hired in Manage Employee Time

Students receive an email instructing them to start the hiring paperwork through the onboarding system. (This is the same system where students applied for the position). Sample email below.

Your Onboarding Process at - Fitchburg State University [Students] External Inbox ×

Fitchburg State University <fitchburg@interviewexchange.com>
to arisotti ▾

Interview Exchange

01/28/2025

Dear Angela,

We are pleased to welcome you to Fitchburg State University. You are joining a diverse community that is collaborative, collegial and committed to the students, faculty and staff. The university supports and provides leadership for the economic, environmental, social and cultural needs of North Central Massachusetts and the Commonwealth.

We look forward to having you engage and share fresh ideas as it relates to the mission of the university and your department.

Sincerely,
Human Resources and Payroll Team

Task(s):
- Phase I

Please login to the Fitchburg State University onboarding system to review the instructions and complete the process.

To reset your account password, please click here.

For any further assistance, please contact us via the online Help Desk.

Fitchburg State University

When students log into the onboarding system, they click on the blue arrow in Phase I

Human Resources & Payroll Services

EEO/Diversity/Affirmative Action/Title IX

Benefits

Collective Bargaining

Employee Assistance Program

Equity and Diversity Committee

Forms

Helpful Publications

Hiring Guidelines

MSCA Appendices

MSCA (Faculty/Librarian) Candidate Information

New England HERC

New to Fitchburg

Organizational Charts

PayInfo

Payroll

Policies

Professional Candidate Information

Human Resources - Staff

Staff Discounts

Time and Attendance

Training

Committees

▾ Careers
Profile | Applications | Notifications (13) | Help Desk | FAQ's | Sign Out

Research Assistant

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Click here for a welcome message from President Lapidus.

Sincerely,

Ms. Jessica Murdoch

Associate Vice President, Human Resources & Payroll Services

Useful Instructions

In order to provide a smooth transition, please review and complete the forms. The forms must be completed electronically by using this web-based onboarding process. The CORI and Form I-9 must be verified in person with Human Resources. For the CORI you will need to provide a government issued picture ID. For the Form I-9 a list of acceptable documents can be found on the last page of the I-9.

Please stop by Human Resources with government issued picture ID to have your CORI verified within three (3) days of completing the form. If you have questions contact Human Resources at 978-665-3172.

→ Phase I

Save & Submit

Students click on the forms name (green link) to complete the Electronic Communication form and the Form I-9. Once each form is completed, click S*ave and Continue.*

When the forms are completed, students will see a check in the box beside the forms name, then they click *Save & Submit.* **Students must contact their hiring manager to schedule an appointment to present *acceptable documents* for the Form I-9. If students do not contact the supervisor, you should reach out to set up an appointment to keep the process moving. Documents must be originals and not expired.**

Students receive the following message when they *save & submit* the forms, a green check will appear next to Phase I.

Human Resources & Payroll Services

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▼ Careers

Profile | Applications | Notifications (13) | Help Desk | FAQ's | Sign Out

Research Assistant   📚 Save   🖨 Print

Thank you for completing the information. You will be contacted if there are any questions.

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Please stop by Human Resources with government issued picture ID to have your CORI verified within three (3) days of completing the form. If you have questions contact Human Resources at **978-665-3172**.

✅ **Phase I**
Completed: 08-14-2020 02:21 PM EDT

Supervisors receive the following email, instructing them to log in the onboarding system to complete their piece of the hiring process.

Onboarding / Contract Information Request – ██████████ [Students]

Inbox ×

Interview Exchange info@interviewexchange.com via mandrillapp.com   Fri, Aug 14, 3:49 PM (2 days ago)
to me ▾

Hirezon | Exchange

08/14/2020
Fitchburg State University - Main Campus

Dear Kimberly,

You are requested to provide information to complete the onboarding / contract process for Kimberly Page.

Title/Name: Research Assistant [ID: 45135]
Template: Students
Initiated by: ██████████

Please login to your account to start the onboarding / contract process.

For any further assistance, please contact us via the online Help Desk.

Interview Exchange Support

Supervisors click on *Complete Task*

Supervisors click on the name of each form to open, complete, save and continue. Supervisors complete Section 2 of the Form I-9. Students must schedule a meeting with their supervisor and present original unexpired documents (one document from list A – establishing both identity and employment authorization, **or** one document from List B – establish identity, and one from List C – establish employment authorization). The document from List B must be a photo ID, due to Fitchburg State University being an E-Verify employer.

Once the supervisor completes the Form I-9, they should scan the original documents to Payroll by using the Hiring Documentation button on the copier. You are able to name your supporting document file on the copier/scanner. Please name your file the employee's last name, then first name - Example: Smith, John. Do not make copies of these documents. If you do not see the hiring documentation button on the copier, reach out to Stephanie LeBlanc, slebla27@fitchburgstate.edu, in Payroll to be added. Please check before trying to hire employees.

***Remember to complete the Form I-9 before scanning the documents. Once you scan the documents, you will not be able to retrieve them. Only Payroll will be able to retrieve scanned documents. Do not make copies of these documents.**

Remember to upload a job description.

Overview of Completing the Form I-9

Employer Responsibilities for Section 2

An employer or an authorized representative of the employer completes Section 2. Employers or their authorized representatives must physically examine the documentation presented by the employee and sign the form.

The employer or authorized representative must:

- Enter the employee's last name, first name, middle initial and select the correct citizenship/immigration number in the "Employee Info from Section 1" area at the top of Section 2.

- Ensure that any document your employee presents is original and on the Lists of Acceptable Documents or is an acceptable receipt.

- Physically examine each document to determine if it reasonably appears to be genuine and to relate to your employee presenting it. If you determine the document does not reasonably appear to be genuine and relate to your employee, allow your employee to present other documentation from the LLists of Acceptable Documents.

- Enter your employee's Last Name, First Name and Middle Initial (if provided) from Section 1.

- Enter the document title, issuing authority, number(s) and expiration date (if any) from the original document(s) your employee presented.

- Enter the date your employee began or will begin work for pay.

- Enter the first and last name, signature and title of the person completing Section 2, as well as the date he or she completed Section 2.

- Enter the employer's business name and address. If your company has multiple locations, use the most appropriate address that identifies the location of the employer with respect to the employee and his or her Form I-9 completion (for example, the address where Form I-9 is completed).

- Return the documentation presented back to your employee.

Entering Dates in Section 2

Section 2 includes two spaces that require dates. These spaces are for:

- Your employee's first day of employment ("date of hire" which means the commencement of employment of an employee for wages or other remuneration).
- The date you examined the documentation your employee presented to show identity and employment authorization.

The Date the Employee Began Employment

The date your employee began employment may be a current, past or future date. You should enter:

- A current date
    - If Section 2 is completed the same day your employee begins employment for wages or other remuneration.
- A past date
    - If Section 2 is completed after your employee began employment for wages or other remuneration. Enter the actual date your employee began employment for wages or other remuneration.
- A future date
    - If Section 2 is completed after the employee accepts the job offer but before he or she will begin employment for wages or other remuneration, enter the date the employee expects to begin such employment. If the employee begins employment on a different date, cross out the expected start date and write in the correct start date. Date and initial the correction.

Federal contractors completing Form I-9 for existing employees as a result of an award of a federal contract with the FAR E-Verify clause (PDF):

- Enter the date their employees first began employment for wages or other remuneration from Section 2 of their previously completed Form I-9.

The Date the Employer Examined the Employee's Documents

This date is the actual date you complete Section 2 by examining the documentation your employee presents and signing the certification.

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) Doe	First Name (Given Name) John	M.I. A	Citizenship/Immigration Status 1

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization

List A

Document Title
U.S. Passport

Issuing Authority
Department of State

Document Number
123456789

Expiration Date (if any) (mm/dd/yyyy)
01/01/2023

Document Title

Issuing Authority

Document Number

Expiration Date (if any) (mm/dd/yyyy)

Document Title

Issuing Authority

Document Number

Expiration Date (if any) (mm/dd/yyyy)

List B

Document Title

Issuing Authority

Document Number

Expiration Date (if any) (mm/dd/yyyy)

Additional Information

List C

Document Title

Issuing Authority

Document Number

Expiration Date (if any) (mm/dd/yyyy)

QR Code - Sections 2 & 3
Do Not Write In This Space

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): ▮▮▮▮ (See instructions for exemptions)

Signature of Employer or Authorized Representative *Jane Doe*	Today's Date (mm/dd/yyyy) ▮▮▮▮	Title of Employer or Authorized Representative Manager
Last Name of Employer or Authorized Representative Doe	First Name of Employer or Authorized Representative Jane	Employer's Business or Organization Name America's Business

Employer's Business or Organization Address (Street Number and Name) 123 Star Spangled Way	City or Town Washington	State DC	ZIP Code 00000

***Employee's first day of employment is the first day they are being paid a wage for working.

***Today's date is the day the hiring manager is completing the form and verifying the documents.

LISTS OF ACCEPTABLE DOCUMENTS
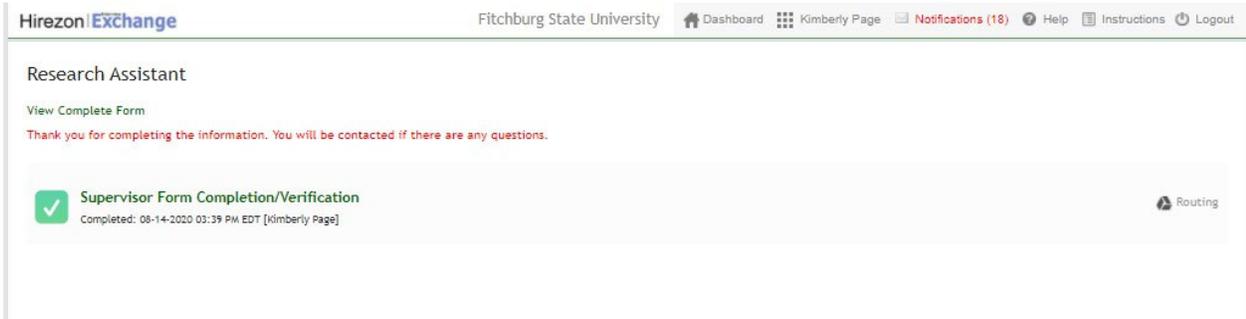### All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A		LIST B		LIST C
Documents that Establish Both Identity and Employment Authorization	OR	**Documents that Establish Identity**	AND	**Documents that Establish Employment Authorization**
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
		4. Voter's registration card		
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		4. Native American tribal document
		6. Military dependent's ID card		5. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		7. Employment authorization document issued by the Department of Homeland Security
		For persons under age 18 who are unable to present a document listed above:		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Form I-9 10/21/2019

Supervisors will see the following message once they have completed the verification/student employment authorization and uploaded a job description; a check mark will appear in the box.

Once the supervisor completes their section, students receive the following email to log back into the onboarding system to complete the Phase II of the hiring process.

Students click on the blue arrow Phase II

Research Assistant

We are pleased to welcome you to Fitchburg State University. You are joining a diverse community that is collaborative, collegial and committed to the students, faculty and staff. The university supports and provides leadership for the economic, environmental, social and cultural needs of North Central Massachusetts and the Commonwealth.

We look forward to having you engage and share fresh ideas as it relates to the mission of the university and your department.

Click here for a welcome message from President Lapidus.

Sincerely,
Ms. Jessica Murdoch
Associate Vice President, Human Resources & Payroll Services

Useful Instructions

In order to provide a smooth transition, please review and complete the forms. The forms must be completed electronically by using this web-based onboarding process. The CORI and Form I-9 must be verified in person with Human Resources. For the CORI you will need to provide a government issued picture ID. For the Form I-9 a list of acceptable documents can be found on the last page of the I-9.

Please stop by Human Resources with government issued picture ID to have your CORI verified within three (3) days of completing the form. If you have questions contact Human Resources at **978-665-3172**.

✅ **Phase I**
Completed: 08-14-2020 02:21 PM EDT

➡️ **Phase II**

Save & Submit

Students click on the forms name (green) next to the box to open and complete.

When the forms are completed, you will see a check in the box beside the form name. Once all forms are completed click *Save & Submit*.

When check marks appear next to both Phase I and Phase II, students have completed their part of the hiring process.

Research Assistant

Save Print

Thank you for completing the information. You will be contacted if there are any questions.

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✓ **Phase I**
Completed: 08-14-2020 02:21 PM EDT

✓ **Phase II**
Completed: 08-14-2020 03:49 PM EDT

When the student has completed Phase II an email is sent to Financial Aid (finaid@fitchburgstate.edu) to verify whether the student has Federal Work Study money or not.

Financial Aid completes the FWS Amount if there is one and signs the form, and then clicks *save and continue* then *Save & Submit*.

Payroll does the final verification by downloading the forms for processing.

When the Final Verification is done (green box with a checkmark), Payroll has hired the student and they may start working.

Questions for Payroll: payhelp@fitchburgstate.edu or 978-665-3177

Questions for Human Resources: humanresources@fitchburgstate.edu or 978-665-3172