

Department of Plant, Soil & Insect Sciences

Synopsis of Hiring Process

<i>You must submit:</i>	<i>Employee must submit:</i>
Undergrads	
Advertisement for Student Hourly Positions	All tax, retirement, direct deposit forms to 325 Whitmore
PSIS. Personnel Action Form Information Worksheet	Emergency Notification Form to Department
Non-Students	
Form 30	Application & Position Skills Inventory
Position Skills Inventory	All tax, retirement, direct deposit forms to 325 Whitmore
Personnel Requisition	Emergency Notification Form to Department
Profile sheet from Employment	
P.S.I.S. Personnel Action Form Information Worksheet	
Graduates	
PSIS GRADUATE ASSISTANTSHIP Worksheet	All tax, retirement, direct deposit forms to 325 Whitmore
	Emergency Notification Form to Department
Post-Docs	
Position Description	As outlined in advertisement
Personnel Requisition	Orientation session
EOD Sanctioned Search or Waiver memo	Emergency Notification Form to Department
P.S.I.S. Personnel Action Form Information Worksheet	
Classified (Benefitted)	
Form 30	Application & Position Skills Inventory
Position Skills Inventory	Orientation session
Personnel Requisition	Emergency Notification Form to Department
Profile sheet from Employment	
P.S.I.S. Personnel Action Form Information Worksheet	
Professional	
Position Description	As outlined in advertisement
Personnel Requisition	Orientation session
EOD Sanctioned Search or Waiver memo	Emergency Notification Form to Department
P.S.I.S. Personnel Action Form Information Worksheet	

Important Notes:

When hired, **ALL** employees will have **three important ID numbers**: a **Social Security** number, a **Campus ID** number (also known as a student ID, but faculty and staff also have one), and an **Employee ID** number (or (which all start with the numbers 100.)

The **Emergency Notification Form** is an important part of each person's file. This should be submitted to Eileen, but you should also keep a copy for your files. This form will help us contact an employee in case of emergency or contact their designee if the employee is in an emergency situation.