

# Staff Employment

The information below is provided to assist new staff members with the onboarding process. Please contact Human Resources at 209-946-2124 if you have any questions regarding the information and we will be happy to assist.

## **New hire documentation for staff employees:**

- Employment Eligibility Verification Form (I-9) Packet
- Background Screening Authorization Form
- DMV Clearance
- Salary Notice to Employee Form (if non-exempt)
- Signature on Employment Application
- Signature on Job Description

**All new staff employees are required to attend New Hire Orientation, see [here](#) for link to the schedule. Human Resources will contact new staff with detail information. During New Hire Orientation, new hires have the opportunity to meet with various leaders on campus regarding topics such as:**

- University Benefits
- University Policies and Procedures
- OSHA training
- Conflict of Interest and Pacific's Fraud Hotline
- Technology and Training
- Public Safety and Staff Advisory Council

**\*\*Additional Information for Supervisors hiring staff employees please click [here](#) to visit our Manager Resources site.**