



What to Expect in the Hiring Process

Congratulations on being offered a job at UC San Diego Recreation!

The hiring process is about to begin, and we want to guide you through the next steps. Keep an eye on your email for important updates. If you're a **non-student**, your first step will be to create a profile and upload your resume at <http://employment.ucsd.edu>. We're looking forward to welcoming you to UCSD Recreation!

1. **OFFER LETTER** - You will receive an email to the email account you provided from **UC San Diego Human Resources** (onboarding@ucsd.edu) via **DocuSign**. This is the Offer letter for your position. In the email, you will need to click on the "VIEW DOCUMENTS" link. This will take you to DocuSign where you will need to electronically sign along with entering your Social Security Number and Date of Birth. This is a secure environment and will protect the information that you enter.
2. **CORE HIRE FORMS** - After you submit your Offer letter, you will receive a second email to complete your **Core Hire Forms from** (onboarding@ucsd.edu). There will be several documents for you to read and initial/sign. The Core Hire Forms must be completed before you can advance to the next step of the Hiring process.
3. **BACKGROUND CHECK** - You will receive an email from UC San Diego's Talent Support Services (TSS), eform@universalbackground.com, to complete an authorization and release for the Background Check. If the email does not show up in your inbox, please check your junk mailbox. Please note you will not be able to start your new position without a completed and cleared Background Check.
4. **COMPLETION OF FORM I-9 (Section 1)** – After the completion of the Core Hire Forms, the department HR team will be automatically notified. Within the next 2 business days, you will receive another email from employment.authorization@universityofcalifornia.edu to begin the Form I-9. This form is required for all new hires at the University. If you are currently employed by the University, then this step is omitted. The email will provide a link to complete **Section 1** of Form I-9.
5. **COMPLETION OF FORM I-9 (Section 2) and Oath of Allegiance** – After the completion of Section 1 of the I-9, you will be sent an email from the department HR team with a scheduling link to complete Section 2 of the I-9 along with the State Oath. The meeting is held in person at the RIMAC facility and is approximately 15 minutes in duration. You will need to bring original documents that substantiate your eligibility to work in the US as well as identification. Please review the list of [acceptable documents](#). If for some reason you are unable to find a time slot that works with your schedule, respond back to the invite for additional options.

Upon completion of steps 1-5, the department will enter your information into the payroll system (UCPath). The system will generate an employee ID number for you typically within 3 - 5 business days. Once an employee ID number has been generated and an Active Directory username has been created for you, you will receive a *Welcome to Recreation* email (your supervisor will also be cc'd) with important information about your position.

If you have any questions regarding the hiring process, please contact your hiring supervisor for directions.