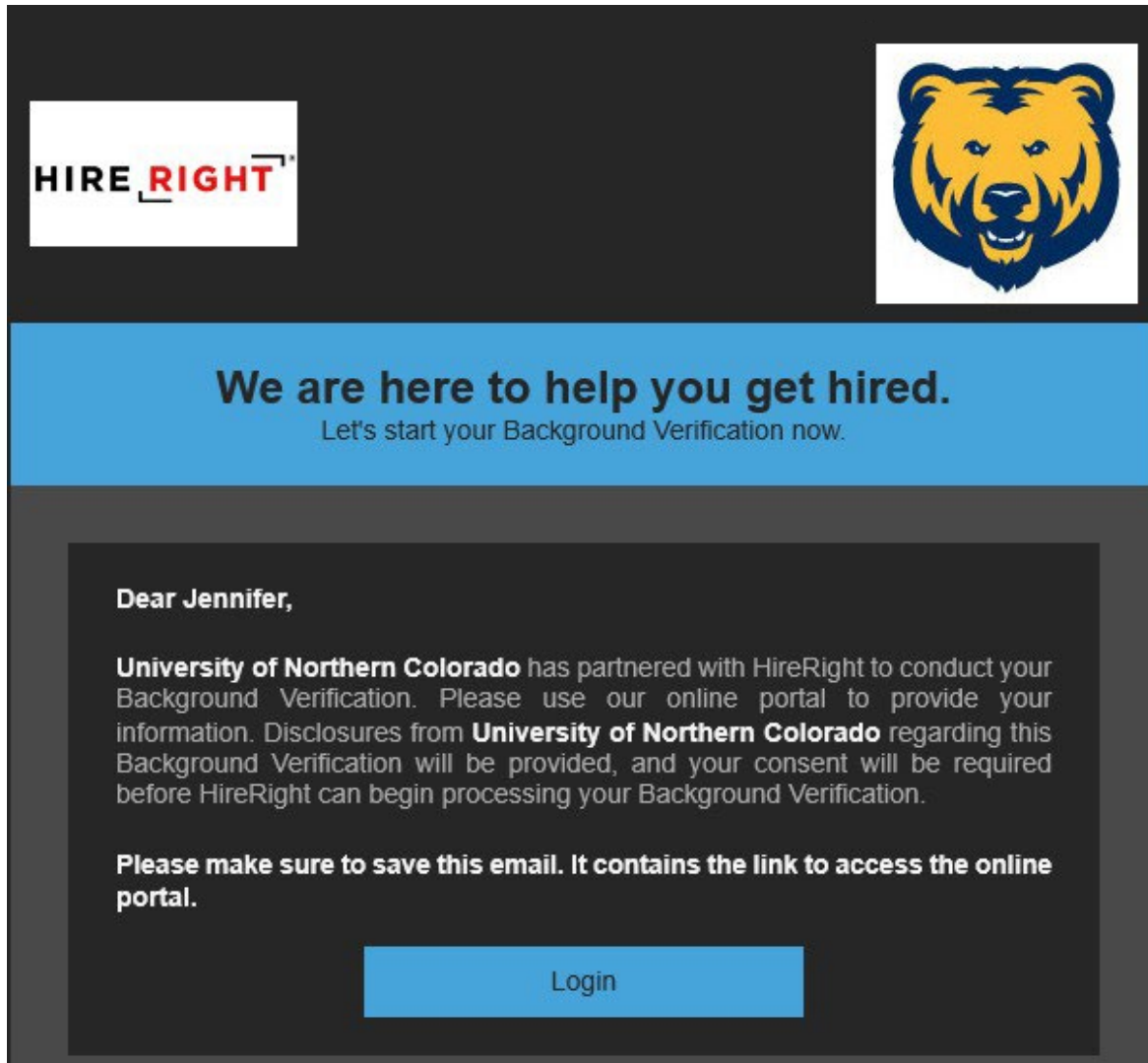
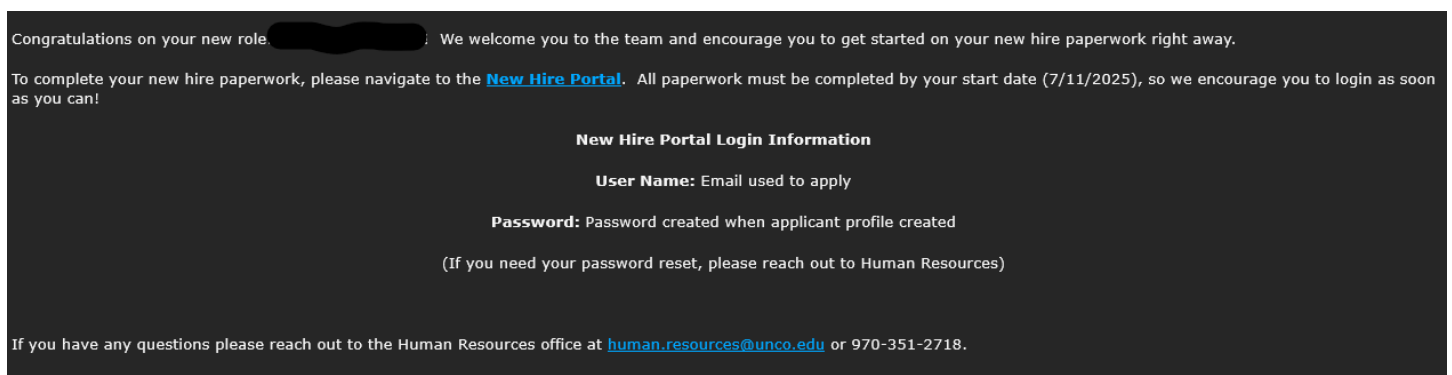


External Applicant Onboarding Process

Once an applicant has been placed in the correct status by Central HR, they will first be routed to go through the Background Check process through HireRight. The candidate will receive an email from HireRight to ask them to complete the background check. The candidate should follow the instructions and process to complete the HireRight background check.

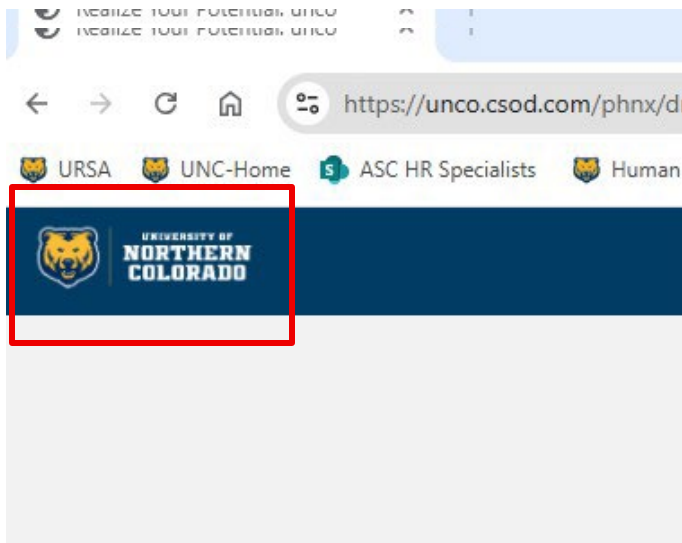


Once the background check has been completed through HireRight, the Central HR team will initiate Onboarding for the candidate. Once Onboarding has been initiated, the candidate will receive an email alerting them that they have tasks that need to be completed.

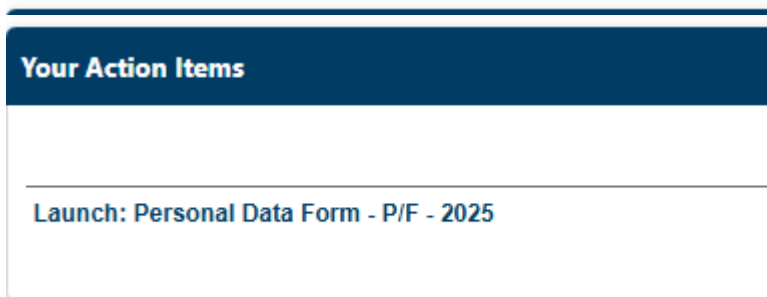


The email will direct the candidate to their Profile on UNC's Careers Website where they applied for the position. They will use the same email that they used to submit their application and will use the password they created when submitting the application. If needed, the candidate can reach out to Central HR (human.resources@unco.edu) to have their password reset.

Once the candidate has logged into the Applicant Profile, they will be able to see the positions that they have applied for. To access the Action Items that they need to complete for Onboarding, the candidate will click on the University of Northern Colorado logo at the top left corner of the screen.



The candidate should now be on the Welcome Page of Cornerstone at which point they will be able to see the Onboarding Action Items that need to be completed under YOUR ACTION ITEMS.



Each form or task within Onboarding will have a due date and will have an action item assigned to it. Some forms require the prior completion of parent forms before the candidate will be able to access them. The candidate should be mindful to complete all required action items and forms by their assigned due date which is relative to their start date at UNC.

Additionally, some of the forms require the candidate to add their Bear number which is a unique number assigned by UNC. Candidates can obtain their bear number by contacting the HR Specialist that they are working with during their hire. Candidates also need to ensure that they are completing all forms completely, incomplete forms will be denied and returned for completion. The W4 for the Payroll Office is one that is commonly incomplete as people miss adding their social security number in the top right corner of the form.

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IS.

OMB No. 1545-0074

2025

	(b) Social security number
	Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .

of keeping up a home for yourself and a qualifying individual.)

ie withholding for the rest of the year if: you

In addition to forms within Cornerstone that the candidate will need to complete, the candidate will also be assigned to complete a Federal I-9 through UNC’s Tracker system. A separate email will be sent to the candidate alerting them to the assigned task.

Hello-

This an email notification to let you know that you have been assigned an onboarding task Federal Form I-9 with a due date of 7/14/2025. If you have any questions please reach out to Human Resources.

Thank you,

Tracker will walk the candidate through completing their section of the I-9. For questions related to the I-9 in Tracker, please refer to the Tracker User Guide, reach out to Central HR or the HR Specialist that is assisting with the hiring.

Once the candidate has successfully completed their portion of the I-9, the I-9 will be transferred to the area’s HR Specialist for them to complete the second section of the I-9. UNC does participate in E-Verify for Employment Authorization.

After the candidate has successfully completed all steps of Onboarding, they will be able to access any of the forms they completed through their Universal Profile, in the Onboarding file under Snapshot then Documents.

Home

▼

- Welcome
- Internal Career Site
- Scheduled Tasks

Universal Profile

Feedback Transcript ▼ Actions ▼ Snapshot User Record ▼ Skills ▼

Home > Jennifer Ayers > Snapshot

Snapshot

Description for this tab displays here. This is *html friendly* and can be configured in the Universal Profile General Preferences.

Documents

9

Competency Ratings

No score available

Onboarding Forms

PDF

Personal Data Form - PA/FAC -
Upload Date: 7/8/2025 Uploaded By: Jen

