The purpose of the New Hire Notification Form is to inform Human Resources that you have identified a new hire. By completing and submitting this form, you will be providing Human Resources with basic information needed in order to begin the process of onboarding them to MSUM. This form should be completed each time you have a new hire, even if you have been in contact with Human Resources regarding the position and a potential hire.

Following the submission of this form, you will get a reminder to complete the OHR Personnel Document, as well as the link to this form. This form still needs to be completed, submitted for signatures and sent to HR for each new hire.

1. Go to the Human Resources website at [www.mnstate.edu/humanresources](http://www.mnstate.edu/humanresources).

   The form can be accessed by:
   - Clicking on the New Hire Notification icon on the right hand side of the main Human Resources page
   - Clicking on the Supervisor Resources link on the left hand side of the page and selecting Hiring Procedures. The Notification of New Hire form and instructions can be found under the Hiring Procedures heading; or by
   - Clicking on the link for New Hire Notification Form.

2. Enter your Star ID and Password and click Login to access the form.

3. Complete the New Hire Notification Form by completing the following information for the New Hire:
   - First Name
   - Last Name
   - Phone Number
   - Email
   - Start Date
   - End Date
   - Contract
   - Position
   - Department
   - Wage
   - Range/Step
   - Relocation Expenses
   - Supervisor
   - Status
   - Location*
   - Resume**
   - Notes
*The location indicates whether or not the new employee will be located on campus. If they are a remote employee, meaning they will not work on campus, this notifies HR to initiate a remote-hire process for I-9 completion.

**To upload the resume for the new hire, click on Browse. This will give you the opportunity to choose a document to upload and attach to the form. Uploading the resume is not required; however, if it is not uploaded it will need to be sent to Human Resources.
4. Following the submission of the form, a notification email is sent to Human Resources with the information that was entered and a copy will be sent to the individual who submitted the form. The Human Resources contact will follow up with the supervisor if additional information is needed.

![Email example]

5. Once you have completed the form, click the Submit button. A new window will appear with a Thank You message. This message will contain a reminder and link to complete the OHR Personnel Document or to remind you that you will receive an email from HR to complete the assignment in FWM for faculty.

![Thank you message example]

If you have any questions or issues completing the New Hire Notification Form, please contact Human Resources at 218-477-2157 or email hr@mnstate.edu.

Last Updated: September 2016
Human Resources Department