SLU Human Resources
Staff Hiring Process

**Human Resources**
Wool Center
3545 Lindell Blvd, 1st Floor
St. Louis, MO 63103
314-977-8589
hr@slu.edu
Hours: 8AM-4:30PM

1. Apply online at [jobs.slu.edu](http://jobs.slu.edu)

2. Interview process

3. Pre-employment requirements:
   - Employee Health Screen (if applicable)
   - Criminal Background Check

4. Offer extended and accepted; email sent including:
   - Formal Offer Letter
   - Onboarding Instructions

5. **New Employee Onboarding Online**
   - Form I-9 (must present identification in person to HR)
   - Federal W-4
   - State W-4
   - Personal Information
   - Direct Deposit

6. Employee starts work
   - ID Badge and Parking with [Parking & Card Services](http://parking.slu.edu)

7. **Orientations** ([more information](http://hr.slu.edu))
   - New Employee (every Monday)
   - University Orientation (1st Wednesday)
   - SLUCare Orientation (if applicable)
   - Manager Orientation (if applicable)

Permanent Residents and Visa holders will have additional paperwork for Payroll purposes.

For more information, visit the New Employee page on our website (hr.slu.edu).