

# SLU Human Resources Staff Hiring Process

## *Human Resources*

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

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).

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

7. Orientations ([more information](#))

- ☐ New Employee (every Monday)
- ☐ University Orientation (1<sup>st</sup> Wednesday)
- ☐ SLUCare Orientation (if applicable)
- ☐ Manager Orientation (if applicable)