Welcome to Southern Miss!

We are very excited to have you join the Southern Miss team! As we approach your tentative start date you will work in conjunction with our HR Team and myself to complete the on-boarding process. The first step will be to follow the link below to complete the New Employee Forms (select relevant option: Faculty, Full-Time/Benefited Staff, Adjunct (Part-Time Faculty, Graduate Assistant, or Student Worker).

https://www.usm.edu/employment-human-resources/new-employee-forms.php

Please pay special attention to the form I-9. This document is required to prove your eligibility to work in the United States. The 3rd page of this document provides a list of acceptable forms of identification to successfully complete this form. You will need to provide an original/certified form of identification from List A or one document from List B and C.

You will also be receiving an email from RedTail@redtailsecurity.com with the subject line REDTAIL Screening Request from our background vendor. Please complete the necessary information through that link to initiate the background check. Please be on the lookout for this email and check your spam folder if you have not received it within 1-2 days of receiving this letter.

After initiating the background check through the email link provided by REDTAIL Security you will need to deliver your completed new hire forms to University Human Resources, including providing your List A or List B & C Identification document(s) for the I-9 form as well as backup for the Direct Deposit in the form of an account card or voided check. Documents can be delivered to the campus location of your convenience:

Hattiesburg – McLemore Hall 301
Phone: 601-266-4050
By Appointment Only

Gulf Park – Hardy Hall 213
Phone: 228-865-4581
By Appointment Only

Gulf Coast Research Lab – Halstead Rd. Director’s House
Phone: 228-872-4212
By Appointment Only
Please note that all onboarding steps must be completed prior to your start date. Please contact your hiring team if you have any questions or concerns during this process.

SMTTT!