

## Instructions from Human Resources

Congratulations on the offer of employment from The University of Southern Mississippi!

You should have already received confirmation of the conditional offer of employment from your Hiring Manager. As we approach your tentative start date you will work in conjunction with your hiring department, Graduate School, and University Human Resources to complete your new hire paperwork in a timely manner.

Since you are being hired as a Graduate Assistant, you are required to clear a background check through University Human Resources. You will be receiving an email from [RedTail@redtailsecurity.com](mailto: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. Here is the [RedTail Information Sheet](#) that will assist if you have any questions. 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 notice. If your name is misspelled or incorrect, please contact your hiring manager so that it can be fixed and resent. You must complete this information by July 15<sup>th</sup> to be hired as a Graduate Assistant.

You will be required to complete a few forms with University Human Resources. These forms can be found on their website under "[Employment- New Hire Forms](#)". Please note that you are required to provide verification of your routing and account numbers when submitting your direct deposit form. You may provide a voided check or a statement from your bank that list this information. This information is mandatory, and your packet will be considered incomplete without it. University Human Resources will not accept your hiring packet without this form.

Another form that you will be required to complete is the Form I-9. This document is required to prove your eligibility to work in the United States. Along with this form, you must provide proof of your eligibility to work in the United States. Here is a document that provides a list of [Acceptable Forms of Identification](#) to successfully complete this form. You will need to provide an original form of identification from List A **or** if you do not have a document from list A then you must provide one document from both List B **and** C. Please note that these forms of ID must be originals. **University Human Resources cannot accept photocopies of forms of ID.** The forms of ID are mandatory, and your packet will be considered incomplete without them. University Human Resources will not accept your hiring packet if it is incomplete.

**Remote Hire:** If you live out of state and will not be physically coming to campus, or will not be here by the July 30<sup>th</sup> deadline, please reach out to Kristian Edwards at [Kristian.edwards@usm.edu](mailto:Kristian.edwards@usm.edu) to schedule a remote hiring appointment.

**ALL HIRING PAPERWORK MUST BE COMPLETE, CORRECT, AND IN HUMAN RESOURCES BY JULY 30<sup>th</sup> TO ENSURE YOU ARE PAID ON TIME.**