

Instructions on How to Apply to the PORL

STUDENTS

In order to be considered for the PORL job, please visit:

- <https://www.unfjobs.org/postings/19691> and click “Apply for this Job”.
- Returning Users, continue with your “Student Employment Application”
- If you are not a returning user, create a username and password then create a “Student Employment Application”.

NON-STUDENTS

In order to be considered for the PORL job, please visit:

- <https://www.unfjobs.org/postings/19706> and click “Apply for this Job”.
- Returning Users, continue with your current “Support Staff/OPS/Administrative Application”
- If you are not a returning user, create a username and password then create a “Support Staff/OPS/Administrative Application”.

Instructions on What to Do After You’ve Applied to Position

This document contains information about the hiring process. Please find which category you fit in:

- Current students that are First-time employees to UNF
- Current students that are Previous or current UNF employees
- International current students
- Not a UNF student (OPS)

Current students that are First-Time Employees at UNF

- Go to UNF's Human Resources (HR) Department (Building 1 - J. J. Daniel Hall, Room 1000). Be sure to tell them that you have been offered--and have accepted a position as Student Interviewer.
- **What to bring to your HR appointment:**
 - New Employees are required to provide valid and unexpired personally identifiable documents that will be used to complete the I-9 Employment Verification Form. For a list of all acceptable documents please visit:
 - <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>. Please note, HR cannot accept any expired documents or copies of documents (with the exception of a certified copy of a birth certificate).
- HR will notify PORL after you complete payroll processing. Our coordinator will then contact you to schedule training. After training, you will be ready to start working!

Current students that are Previous or Current Employees at UNF

Note: You do not count as a UNF Employee if you have worked at UNF Bookstore, Chartwells and Alumni Call Center. If one of these three places has been your only job while working at UNF, you will need to complete the "Current students that are First-time employees to UNF" hiring process. If you have worked for another UNF department along with, before or after one of the three above places, continue to the next step in this category.

Go to UNF's Human Resources (HR) Department (Building 1 - J. J. Daniel Hall, Room 1000).

Let the receptionist at the front desk know that you are seeking employment at the University of North Florida Public Opinion Research Lab and that you are a current or previous employee of UNF.

- For previous employees:
 - You must have received a paycheck from your campus job within the past 15 months. If you have not, then you will need to complete the "Current students that are First-time employees to UNF" hiring process.

International Students

- First come to the PORL, Bldg. 51 Room 2222 we will provide the employee an offer letter for employment.
- Employee takes job offer letter to International Center (on-campus) and receives a letter addressed to the Social Security Administration.
- Employee takes both letters along with all their International documentation to the Social Security Administration office located at 7185 Bonneval Road #1, Jacksonville, FL 32256 (employee will receive a receipt for their SSN application)
- Department or the employee must call 904-620-2984 or email banner-payroll@unf.edu to set up a half hour appointment.
- Employee brings the list of items listed below to the Payroll Office, located off campus in Hicks Hall (building #53 room 2850)
 1. Valid Passport
 2. I-20
 3. I-94
 4. Any other documents that attest to your right to work in the U.S. (i.e. green card)
- During their appointment at the Payroll Office, the employee will receive a packet of their documentation to take to the HR department. After being processed with the Human Resource Department will notify PORL that you have completed payroll processing.
- When student receives their Social Security Card, they must bring it to the Payroll office so a copy can be placed on file.
- For additional info on applying as an international student, visit https://www.unf.edu/hr/International_Employees.aspx

Not a UNF Student--OPS

- Go to UNF's Human Resources (HR) Department (Building 1 - J.J. Daniel Hall, Room 1000). Tell them that you have been offered--and have accepted--a position as Student Interviewer. What to bring to your HR appointment:
 - New Employees are required to provide valid and unexpired personally identifiable documents that will be used to complete the I-9 Employment Verification Form. For a list of all acceptable documents please visit: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>. Please note, HR cannot accept any expired documents or copies of documents (with the exception of a certified copy of a birth certificate).
- HR will send you an email to initiate a background check. After you complete the background check and payroll processing, HR will notify PORL after you complete payroll processing. Our coordinator will then contact you to schedule training. After training, you will be ready to start working!