Applicants without Northwestern Affiliation
Temp Employee

After interviewing and accepting a role at Northwestern University Libraries, you will receive a Welcome email from the Organizational Development and Diversity office (ODD) with next steps to complete the hiring process. Here’s a flowchart to help visualize those steps:

- **Receive Welcome email from Organizational Development & Diversity office with Temp Agreement Form attached**

- **U.S. Citizen or Permanent Resident?**
  - **Yes**
    - Complete & send in reply to Welcome email:
      - Personal Data Form
      - IL-w4
      - Temp Agreement Form (signed)
    - Complete at HR Office on Sherman Ave, Evanston:
      - Section 1 & 2 I-9/E-Verify process
    - Background check:
      - Link sent from Talent Acquisitions
      - HRTA@northwestern.edu
    - Your supervisor will reach out to schedule once they’ve received “Processed and Completed” email from HR
  - **No**
    - Complete via link in Welcome email:
      - FNIS
    - Complete & send in reply to Welcome email:
      - Temp Agreement Form (signed)

- **Have Social Security number?**
  - **Yes**
    - Background check:
      - Link sent from Talent Acquisitions
      - HRTA@northwestern.edu
    - Your supervisor will reach out to schedule once they’ve received “Processed and Completed” email from HR
  - **No**
    - Stop by ODD office in Main Library for:
      - Signed letter for Social Security Office
    - Complete at HR Office on Sherman Ave, Evanston:
      - Section 1 & 2 I-9/E-Verify process
    - After receiving SSN, complete & send in reply to Welcome email:
      - Personal Data Form
    - Background check:
      - Link sent from Talent Acquisitions
      - HRTA@northwestern.edu
    - Your supervisor will reach out to schedule once they’ve received “Processed and Completed” email from HR