

New Hire Instructions

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Welcome to Grand Valley State University! We are excited for you to join our team. The information below provides you with important instructions regarding your appointment and the next steps in the process.

1. Apply to the position on our Career Site with the following link: {insert link}
 - To apply, you will need an account. If you do not already have an account, there is an option to create one.
2. Review and Accept Appointment Letter
 - Your appointment letter will be sent to you once we have received your application.
3. Enter Personnel Information
 - Upon accepting the appointment letter, our system will provide you with two tasks to enter your Social Security number and your date of birth. If we already have it on file, it will not ask for it.
4. Background Check, if applicable
 - Should a background check be required, you can anticipate receiving an additional email containing instructions. We have a third part vendor, Sterling, that completes our background check. They will send you an email requesting you to complete their form.
5. Onboarding Portal
 - Upon the completion of the background check, you will receive access to your Onboarding Portal. This will provide you with important information about Grand Valley State University.

If you have any questions or encounter any difficulties during this process, please let us know.