



## DUQUESNE UNIVERSITY SCHOOL OF LAW

### NEW EXAM PROCTOR HIRING PROCESS

Welcome to Duquesne University School of Law. Thank you for inquiring about our Exam Proctor Hiring Process.

Duquesne University of the Holy Spirit is a Catholic university founded by members of the Congregation of the Holy Spirit, the Spiritans, and sustained through a partnership of laity and religious.

Please review the proctor hiring process and complete the necessary paperwork.

#### **Getting Started**

Proctors are part time employees and must adhere to Duquesne University's policies and procedures.

This process assures the **seasonal exam proctor part-time position** meets all requirements required by Duquesne University's Human Resources Department. If you have any questions, please contact the Law School Registrar's Office at [lawreg@duq.edu](mailto:lawreg@duq.edu).

- **Deadline dates for completing a new exam proctor application are:**

- **Fall – by November 1st**
- **Spring – by March 15th**

#### **Workflow**

1. Go to the Law School's Registrar page, [www.duq.edu/law/registrar](http://www.duq.edu/law/registrar).
2. Complete the **Exam Proctor Application** and submit to [lawreg@duq.edu](mailto:lawreg@duq.edu)
3. The Law School Registrar's Office will acknowledge receipt of your application.
4. Once the Law School Registrar's Office receives your application, the Registrar and Assistant Registrar will meet to discuss your application.
5. The Registrar or the Assistant Registrar will sign the **Exam Proctor Employment form**, scan it, and email it to you via your email address.
6. If you are referred to the office by another proctor or have experience in the graduate exam process, you will receive the **Exam Proctor Employment form**. You must sign, date the form, and take it with you to our Human Resources Department.
7. If you do not have graduate testing experience nor referred by anyone to the office, the Law School Registrar's Office may request an interview with you before emailing you the required employment form.

All newly hired proctors will be required to go to the Office of Human Resources to complete the New Exam Proctor Employment form and other new hired paperwork. The Office of Human Resources is located in the Koren Building, 718 Fifth Avenue, one block from the main campus.

The potential candidate must present the New Exam Proctor Employment form to the Office of Human Resources along with the Duquesne University Employment Application, Personal Data Sheet, and tax information which include both local and government documents. Newly hired exam proctors will need to present two forms of identification when completing the I-9 form.

After the newly hired exam proctor has completed the tax forms and all other documentation, an HR representative will sign the New Proctor Employment Form. All newly hired proctors must return the signed form to the School of Law Registrar/Assistant Registrar.

HR will ensure the School of Law's Business Manager receives the new exam proctor's information to establish the Duquesne Employee Identification 'D' number in a timely manner.

### **EMPLOYMENT FORMS – U.S. Citizen Faculty, Staff, & Student Employees**

**Click on the links below:**

#### **Part-time - Form Instructions**

- [2019 W-4](#)
- [Local Earned Income Tax Form](#)
- [2019 Local Service Tax Form](#)
- [Form I-9 - Employment Eligibility Form](#)
- [Personal Data Form](#)
- [Workers' Compensation Employee Notification \(in case of emergency\)](#)
- [Direct Deposit Form](#)
- [Code of Responsibility for Security and Confidentiality \(FERPA\)](#)

#### **TAP #31 – Sexual Misconduct and Gender Discrimination**

[https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-\(taps\)/human-resources](https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-(taps)/human-resources)

- **Upon approval** as an employee by the Law School Registrar's Office and Human Resources Department, all newly hired exam proctors must complete Tap #31.
- New exam proctors must create multipass credentials at [www.duq.edu/multipass](http://www.duq.edu/multipass)
- Log into DORI, via [www.duq.edu/dori](http://www.duq.edu/dori) with your credentials.
- In the upper right side of the web page, click on the GO TO list, click Employee.
- In the middle of the page, click on \*TAP No. 31\* training link, for detailed information on how to complete the training.
- Once you receive notice that your training is complete, you must notify the Law School Registrar's Office via [lawreg@duq.edu](mailto:lawreg@duq.edu) of your Tap #31 completion.

**The Law School Registrar's Office will now include you in our exam schedule setup.**