

Hiring Checklist:

Employee: _____

Job Start Date: _____

Job Title: _____

Job Posting #: _____

Supervisor: _____

Type of position (check one): Work Study Regular Student Facilities Adjunct Hourly Non-Student

You have been recommended for a position with _____ department/office. Hiring is not final until you have provided the necessary ID and completed the necessary paper work:

- Bring this form to human resources (Administration Building, 106) and fill out the I-9, W-4, and top section of *the Student Payroll Action Request form (if required)*.
 - You will need 2 forms of identification. **These forms must be original documents.** The most common forms of ID for a U.S. Citizen are one of the following combinations:
 1. Unexpired passport **OR**
 2. Unexpired driver's license **AND** Social Security Card **OR**
 3. Unexpired driver's license **AND** Original certified birth certificate issued by a state or county governments
- Bring your Student Payroll Action Request Form/Hiring slip to _____ located in _____ once your paperwork is complete.
- Your supervisor will call you when all paperwork has been processed to schedule your first day of training or work.

All of your paperwork **must** be completed before you may start work.