CUL HIRING PROCEDURES/CHECKLIST FOR INTERNATIONAL STUDENT ASSISTANTS

REMEMBER: YOU CANNOT START WORKING UNTIL ALL PAPERWORK HAS BEEN COMPLETED AND A PAF HAS BEEN SUBMITTED BY THE CUL HUMAN RESOURCES OFFICE.

Student’s Name: _____________________________________________

Please check each step as you complete it.

_____ Complete a Central University Libraries Student Assistant Application.

STUDENTS WITH NO PRIOR WORK EXPERIENCE ON CAMPUS:

_____ 1. Fill out your Student Assistant Application and the Work Eligibility Form (WEF) with your supervisor and take this paperwork to Ms. Keenon in SIC-143. Ms. Keenon will scan the WEF and notify you when to pick it up in her office.

_____ 2. Take the Work Eligibility Form to the Human Resources Department (Expressway Tower, 6116 Central Expressway, Suite 200) where an HR rep will sign the Work Eligibility Form. At the HR Department, you will need to complete the I-9 process. You will need to take identification documents according to the I-9 Acceptable Documents List. The choices are the following:

A) Bring an “unexpired”/current Passport or choose one document from each list, B & C:

B) Photo ID (driver’s license), Military Card or School ID

C) Social Security Card or Birth Certificate

_____ 3. Once the I-9 process is completed, you will be given a New Hire Checklist for Student Employees.

_____ 4. Take your New Hire Checklist for Student Employees, student assistant application and the signed Work Eligibility Form to the CUL Human Resources Office, Fondren Library SIC-143, (Ms. Keenon, 214-768-1850, ckeenon@smu.edu).

_____ 5. Signed by Ms. Keenon ____________________________________

_____ 6. Take this form to your supervisor to indicate that you have completed each step in the hiring process.

STUDENTS WITH PRIOR WORK EXPERIENCE ON CAMPUS:

_____ 1. Follow steps 1 and 2 above.

_____ 2. The I-9 process is required if there has been a lapse in work (1 semester or more). This does not include the summer break.

_____ 3. Once the WEF has been signed by HR, take it back to Ms. Keenon, SIC-143.

_____ 4. Signed by Ms. Keenon ____________________________________

_____ Take this form to your supervisor to indicate that you have completed each step in the hiring process.

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