

## CUL HIRING PROCEDURES/CHECKLIST FOR INTERNATIONAL STUDENT ASSISTANTS

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**.

\_\_\_\_\_ 2. The hiring supervisor will fill out the online **Work Eligibility Form** through **DocuSign**. When you receive the **DocuSign** email, you must fill out and e-sign your portion and click **Finish** to send it to **ISSS** and the **Human Resources Department**.

\_\_\_\_\_ 3. Go to the **Human Resources Department** (Expressway Tower, 6116 Central Expressway, Suite 200) with your filled out **Student Assistant Application**, where 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:

-1) Photo ID (driver's license), Military Card or School ID

- 2) Social Security Card or Birth Certificate

\_\_\_\_\_ 4. Once the I-9 process is completed, you will be given a **New Hire Checklist for Student Employees**.

\_\_\_\_\_ 5. Take your **New Hire Checklist for Student Employees** and your **Student Assistant Application** to the **CUL Human Resources Office**, Fondren Library Blue-143, (Ms. Keenon, 214-768-1850, ckeenon@smu.edu).

\_\_\_\_\_ 6. Signed by Ms. Keenon \_\_\_\_\_

\_\_\_\_\_ 7. **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. Take your **New Hire Checklist for Student Employees** and your **Student Assistant Application** to the **CUL Human Resources Office**, Fondren Library Blue-143, (Ms. Keenon, 214-768-1850, ckeenon@smu.edu).

\_\_\_\_\_ 4. Signed by Ms. Keenon \_\_\_\_\_

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