

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 paper work 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 form 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.**