

**CUL HIRING PROCEDURES FOR STUDENT ASSISTANTS
(U.S. Citizens)**

Student Name: _____

Please check each step as you complete it.

_____ Complete a Central University Libraries Student Assistant Application with your supervisor.

STUDENTS WITH NO PRIOR WORK EXPERIENCE ON CAMPUS:

_____ 1. Go to the Human Resources Department (expressway Tower, 6116 Central Expressway, Suite 200) 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 with a photo
 - **C)** Social Security Card or Birth Certificate, U.S. Citizen ID Card

_____ 2. Once the I-9 process is completed, you will be given a **New Hire Checklist for Student Employees**.

_____ 3. Take **New Hire Checklist for Student Employees** and library application to the CUL Human Resources Coordinator, Fondren Library SIC-143, Ms. Keenon, 214-768-1850, ckeenon@smu.edu).

_____ 4. Ms. Keenon's signature: _____.

_____ 5. **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. Take your library application to the CUL Human Resources Coordinator, Fondren Library SIC-143, Ms. Keenon, 214-768-1850, ckeenon@smu.edu).

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

_____ 3. Ms. Keenon signature _____.

_____ 4. **Take this form to your supervisor to indicate that you have completed each step in the hiring process.**