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 form 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.

Revised 06/01/2018