

SMU Libraries HIRING PROCEDURES/CHECKLIST FOR INTERNATIONAL STUDENT ASSISTANTS

Student's Name: _____

Please check each step as you complete it.

STUDENTS WITH NO PRIOR WORK EXPERIENCE ON CAMPUS:

_____ 1. Fill out your **Student Assistant Application** *in front of your supervisor* and have them make a copy to keep.

_____ 2. . 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:

- **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. Your 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**

_____ 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. 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. Your 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**

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