CUL 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. The Fondren Circulation Assistant Manager 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. The Fondren Circulation Assistant Manager 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.

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