SMU Libraries Hiring Procedures for Student Assistants (U.S. citizens)

Name: ______________________________________

Please check each step as you complete it.

______ Complete an SMU 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 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. 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.
2. Take this form to your supervisor to indicate that you have completed each step in the hiring process.