

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.**